




# David Benjamin Carlos – *Administrative Officer*

“To contribute my organizational and administrative expertise to a dynamic and growth-oriented company as an Administrative Officer, ensuring streamlined office operations and fostering a productive work environment.”

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 **0524152992**

 **744B Jumeirah St. Dubai UAE**

## **WORK EXPERIENCE**

**Fiberhome International Technologies Phils, Inc. – Philippines**  
*(FiberHome Telecommunication Technologies Co., Ltd. is an information and communication network products and solutions provider.)*

**Administrative Officer**  
**June 2018 – November 2023**

## **SKILLS**

- Technology Proficiency
- Proficient in Microsoft Office.
- Familiar with communication tools.
- Efficient task manager.
- Organized and detail-oriented.
- Strong written and verbal communicator.
- Skilled in time management.
- Collaborative team player.
- Problem-solving aptitude.
- Creative thinker.
- Basic financial management knowledge.
- Compliant with company policies.

## **EDUCATION**

### **Tertiary:**

2014 – 2018

STI College Bacoar, Philippines

Bachelor of Science in Information Technology

Bacoar City, Cavite, Philippines

### **Secondary:**

2008 – 2012

Seven Seas Academy

Bacoar City, Cavite, Philippines

### **Primary:**

2002 – 2008

Buhay na Tubig Elementary School

Buhay na Tubig, Imus, Cavite, Philippines

## **LANGUAGES**

English – Full Professional Proficiency

Filipino – Native or Bilingual Proficiency

## **Roles and Responsibilities**

- Oversee the general functioning of the office, ensuring a welcoming and organized environment.
- Manage office supplies, equipment, and vendor relationships to ensure cost-effective and efficient operations.
- Act as the primary point of contact for internal and external communications.
- Draft, edit, and proofread various documents, emails, and correspondence.
- Schedule and coordinate internal and external meetings, ensuring seamless logistics.
- Prepare meeting materials, agendas, and follow up on action items.
- Provide administrative support to departments, including data entry, document preparation, and maintaining organized filing systems.
- Support various projects by coordinating tasks, tracking timelines, and ensuring deadlines are met.
- Assist in the onboarding process for new employees, including documentation and orientation.
- Maintain accurate and confidential personnel records.
- Input accurate and detailed information into the asset management system, including asset descriptions, locations, acquisition dates, and depreciation values.
- Implement and manage a system for tracking the movement and usage of assets.
- Monitor changes in asset status, such as transfers, disposals, or repairs.
- Generate regular reports on asset status, including acquisitions, disposals, and changes in value.
- Conduct regular audits and physical inspections to identify, record, and document all organizational assets.