



LUTHER AJOC

CONTACT

Abu Dhabi, United Arab
Emirates 00000

Mobile: 0565897187

ajocluther@gmail.com

EDUCATION

April 1998

Bachelor of Science: Agricultural
Engineering

Central Mindanao University,
Musuan, Bukidnon, Philippines

PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

SKILLS

COMPUTER LITERATE
INNOVATIVE
POSITIVE THINKER
PASSIONATE

CRITICAL/CRUCIAL THINKER
ANALYTICAL
DRIVING SKILL

WORK HISTORY

February 2020 - June 2024

Administrative Assistant, *Echo Security Agency, Inc.*, San Francisco, Agusan del Sur, Philippines

- Streamlined administrative processes for increased efficiency in the workplace.
- Ensured efficient travel arrangements for staff including booking flights and accommodations.
- Interacted professionally with clients providing excellent service at all times.

April 2007 - December 2019

Branch Operations Officer, *Peoples Bank of Caraga, Inc.*, San Francisco ADS, Philippines

- Ensured branch met all regulatory requirements for safe operation.
- Implemented new training programmes for improved staff performance.
- Managed daily operations to ensure smooth running of the branch.

March 2001 - April 2007

HR Officer, *Peoples Bank of Caraga, Inc.*, San Francisco ADS, Philippines

- Facilitated successful team-building activities resulting in improved inter-departmental communication.
- Conducted thorough job evaluations to ensure fair compensation across all departments.
- Maintained strict confidentiality whilst handling sensitive personnel data and records.