

JASON PELAGIO

OFFICE ASSISTANT / WEB DEVELOPER / DATA ENTRY



CONTACTS

- Flat 307, New Al Salam Building, Street 1B, Al Mankhool Area, Bur Dubai, Dubai, UAE
- pelagiojason@gmail.com
- +97155 864 0131

ABOUT ME

Performance-driven in performing administrative function to support daily operations of professional office setting. Meticulously maintaining record, generating reports, resolving simple or complex issues and multitasking in a fast-paced working environment. Demonstrate the ability to manage multiple data information while exhibiting high degree of discretion to assert confidentiality.

LANGUAGES

TAGALOG

ENGLISH

VISA STATUS: On Visit visa

WORK EXPERIENCE

OFFICE ASSISTANT

MARK JUSTIN BOZAR, OFFICE OF THE PROVINCE, VIRAC, CATANDUANES, PHILIPPINES (JAN 2018 TO SEP 2022)

- Created and enforced an efficient office procedure for fast and hassle free data retrieving from computer systems, managing office records, and compiling reports.
- Created detailed records in Microsoft Excel, noting the quantity, price, status, and content attributes of received products.
- Maintain office supplies inventory by monitoring stocks and anticipating office requirements for seamless day-to-day operation.
- Collaborate with the management and other departments to recommend strategies to maximize office productivity and optimize office tasks.
- Sorted defective items out of the stock.

SALES ASSISTANT

ALPHA MART, CAVITE, PHILIPPINES (MAY 2017 TO DEC 2017)

- Assisted to find goods and gave guidance on product selection to customers.
- Responsible for processing cash and card payments, and maintaining cleanliness and safety in the store.
- Stocked shelves with merchandise, stock take, and report discrepancies if any to Supervisor.

EDUCATION

ASSOCIATE IN COMPUTER
TECHNOLOGY

| MAR 2017

STI COLLEGE CARMONA, GMA, CAVITE, PHILIPPINES

SKILLS

- Superb Customer Service
- Record Keeping and Maintenance
- Fast Learner
- Attention to Detail
- Computer skills & Data Entry
- MS Offices
- MS Excel, PowerPoint and Word
- Web Developer
- Time Management