



PROFILE

OBJECTIVE

To be a part of a company that indulges professional growth and provides a challenging rewarding career while allowing me to utilize my knowledge and skills.

CONTACT

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patingancharlene@gmail.com

CHARACTER REFERENCE

Arlene R. Aragon
Senior Accountant
+971 50 149 3950

CHARLENE MAE B. PATINGAN

SKILLS

- Basic knowledge of C++, Java, Proteus
- Knowledge of Ms. Office, Pdf Software
- Desktop Troubleshooting
- Active Directory Administration
- Typing Speed, Time Management, Ability to Multitask

ACHIEVEMENTS

- NC II Passer in Computer System Servicing
 - Installing and Configuring Computer System

EDUCATION

UNIVERSITY OF RIZAL SYSTEM

Bachelor of Science in Computer Engineering
Philippines
2015-2020

WORK EXPERIENCE

ALFADA AL DHAKI PROJECT MANAGEMENT SERVICES LLC

Office Admin

February 19 – Present (Part Time)

- Organizing office operations and procedures, controlling correspondence, designing filing systems, assigning and monitoring clerical functions

PHILIPPINE STATISTICS AUTHORITY – GOVERNMENT

Registration Kit Operator – Philippine Identification Card

October 2022 – February 2024

- Serves as Data Capture Operator for Fixed and Mobile Registration Center.
- Provides Exceptional Customer Service to all the applicants
- Capture Demographics and biometrics data of applicants

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Contact Tracer

October 2020 – August 2022

- Coordinating contact tracing efforts with supervisors and case investigators from local health department.
- Conducting interviews in a professional manner that reflects emotional and cultural awareness.

RJ GLOBUS SOLUTIONS – INTERNSHIP

Assigned to do L1 Support

April 2019 – June 2019

- Handle basic queries and resolve straight forward issues (password resets, software installations and general troubleshooting)

BARANGAY MAG-AMPON – GOVERNMENT

SK-Secretary

May 2018-November 2020

- Keep all records of the Katipunan ng kabataan and Sangguniang Kabataan and prepare all the minutes of all the meeting of the Sangguniang Kabataan

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

CHARLENE MAE B. PATINGAN