



## JOHN JOSEPH G. ANTONIO

A PROFESSIONAL ADMINISTRATIVE STAFF WHO AIMS TO BE A PART OF A CREDIBLE ESTABLISHMENT WHEREIN I CAN PRACTICE MY SKILLS AND EXPERTISE AND CONTRIBUTE TO IT'S SUCCESS. WITH AN EXTENSIVE EXPERIENCE IN OBSERVING AND EVALUATE WORKERS AND WORK PROCEDURES TO ENSURE QUALITY STANDARDS AND SERVICE AND COMPLETE DISCIPLINARY WRITE-UPS.



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Bin Mahmoud, Doha-Qatar



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### WORK EXPERIENCE



#### **Administrative Staff**

Al Shannah Manpower

July 2023 to present

- Handling Correspondence
- Maintaining Records
- Ability to effectively communicate with a wide range of people in different ways
- Organising office equipment and inventory
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Create and update records and databases with personnel, financial and other data

### EDUCATION HISTORY



#### **Bachelor of Science in Information Technology**

La Consolacion University, Malolos  
Bulacan. Philippines

*Year of Graduation: 2015-2021*

*Liceo de Pulilan Colleges*

*HighSchool*

*2008-2013*

### RELEVANT SKILLS

- \*Good communication skills
- \*Computer literate
- \*Hard-working and confident individual.
- \*Having wholesome values of honesty and integrity
- \*Can drive 2-4 wheeled vehicle with professional driver's license
- \*Clean driving record
- \*Quality Customer Service
- \*Proficient Data Entry and Specific Software Application