



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.



+974-71196079



Bin Mahmoud, Doha-Qatar



johnjosephantonio61@gmail.com

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