

Hannah Panaguiton

PERSONAL INFORMATION

Blk 21 Lots 9&11 Azalea Str. Villa Monte Maria Cat. Grande Davao City, Philippines 8000

0952-457-9193

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SUMMARY

Highly organized and detail-oriented professional with a strong work ethic and proven ability to manage multiple tasks efficiently. Committed to contributing to organizational success through reliable support and proactive problem-solving.

SKILLS

- Email handling
- Time management
- Data entry
- Task prioritization
- MS Office
- Google Drive, Docs, Sheets, Forms, Slides

LANGUAGES

English: C2

Proficient

Japanese: C1

Advanced

WORK HISTORY

Secretary World Cosmo - Davao, Philippines
02/2026 - Current

Driver Takara Koutsu Co., Ltd. - Nagoya, Japan
06/2025 - 12/2025

Sales Agent Three Piece Co., Ltd. - Anjo, Japan
03/2020 - 02/2025

Sales and Customer Service Representative Lumic Co., Ltd. - Nishio, Japan
11/2019 - 02/2020

Sales and Customer Service Representative Prosper Co., Ltd. - Kani, Japan
06/2017 - 09/2019

CERTIFICATIONS

- Japanese Language Proficiency N2, 2015-12-01
- Standard car driving license, 2017-12-01
- Class 2 Ordinary Motor Vehicle License, 2025-06-01

EDUCATION

MINDANAO KOKUSAI DAIGAKU: International Studies Major in Japanese Language
MINDANAO KOKUSAI DAIGAKU - Davao City, 03/2017

High school
Philippines Nikkei Jin Kai International School - Davao City, 03/2012

Elementary
Philippines Nikkei Jin Kai International School - Davao city, 03/2008