



ROSE ANNE VENUS A. NERIDA

Present Address: #1026 B Scorpion St., Palar Village, Pinagsama, Taguig City

Permanent Address: #18 Mabanengbeng 1st, Bcnotan, La Union

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OBJECTIVE:

Seeking opportunities and to have a better and secure career wherein I can utilize my knowledge and skills, be able to share my expertise to the company.

PERSONAL SKILLS:

- Willing to Learn and Hardworking
- Management and Leadership Skill
- Advance knowledge on MS office Software (Excel, Word, and PPT)

EDUCATION:

2014 – 2018 –College Graduate
Saint Louis College
Bachelor of Science in Information
Technology

CHARACTER REFERENCES:

Mary Joie Calatrava
Hr Supervisor, Fiberhome
[+63 9271295900](tel:+639271295900)

Rizza Joy Angeles
Hr and Admin,
09125311352

Rommar Marinas
IT Supervisor
09565042487

WORK EXPERIENCE

Fiberhome Phils.Inc – Administrative Supervisor

August 6,2021 – October 2023

- **Performing administrative tasks.**
- **Preparing job descriptions and work schedule**
- **Assisting with other administrative tasks, when required**
- **Process budget request, Liquidation and reimbursement (Handle Overall Project expense, checked invoices and submit it to the system).**
- **Submit Expense Report (monthly audit of the expense of the project)**
- **Prepare regular reports**
- **Write and distribute email, correspondence memos**
- **Handle Utility bills Management (responsible for the processing of payment of office,staff house rental)**
- **Assist and support project team for other related concerns.**
- **Providing staff with technical guidance and assistance**
- **Hiring and training new admins.**
- **Interview new applicants**
- **Assist Chinese heads with their reimbursement.**
- **Experience in SAP application, OA system and I works system**
- **Assist in the inventory and audit of supplies.**

Smoothmoves Inc.

Fiberhome Phils Inc. – Administrative Officer

Feb. 2019 – August 5,2021

- **Process Lease Contract**
- **Make travel arrangements ; Dispatching Vehicles**
- **Handle Utility Bills Management**
- **Prepare regular reports on expenses and office budgets**
- **Write and distribute email, correspondence memos**
- **Assist the IT in basic troubleshooting**
- **Support new admins in other areas**
- **Prepare and search the requirements of the new project like (staffhouse, offices, warehouse,parking space).**
- **Answers queries by employees and clients**
- **Hiring and training new admins.**

Sitel Corporation

Customer Service Representative

Cyber One Bldg, Eastwood City Cyberpark, Eulogio Rodriguez Jr. Ave,
Quezon City, 1605 Metro Manila

Sept 2018 – Dec 2018

- **help customers with complaints and questions, give customers information about products and services, take orders, and process returns**
- **Call back clients when needed**

Department of Budget and Management Region I

On the job training – 3 months

Government Center, Sevilla St., San Fernando City, 2500, La Union

- **Assist clients for their needs**
- **Answer incoming calls**
- **Encoding data**
- **Installing cables in the office**
- **Checked disbursement voucher**

Special Program of Employment of Student

LGU Bacnotan, La Union

Solidwaste Management Department

- **Help encode different data under the supervisor**
- **Go to different barangays to check with what they are doing with the recycle trashes**

I do hereby declare that the above information is true to the best of my knowledge.

ROSE ANNE VENUS A. NERIDA
APPLICANT