

# LIRA DEE LOU C. CONCHADA

Email Address : [ldlc\\_c@yahoo.com.ph](mailto:ldlc_c@yahoo.com.ph)

**Address : Blk 15 Lot 17 Richmond Park Townhomes Phase 2, Brgy. Navarro,  
General Trias, Cavite**

**Mobile # : 09062688469**

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## OBJECTIVES

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To migrate in Canada and give a great career path in my chosen field and use this as a way to provide for my family.

## EDUCATIONAL BACKGROUND

<b>College</b>	<b>Davao Doctor's College</b> Davao City (SY June 2001 - March 2005)
<b>Course:</b>	<b>Bachelor of Science in Psychology</b>
<b>Secondary</b>	<b>Kidapawan National High School</b> Kidapawan City (SY June 1997- March 2001)
<b>Elementary</b>	<b>Kidapawan Pilot Elementary School</b> Kidapawan City (SY June 1992 – March 1997)

## CORE COMPETENCIES

- Knowledgeable in computer, basic trouble shooting and competitive enough in MS office like excel, word and power point.
- I am highly effective to work in a long period of time and able to lift 30kls. to 50kls.
- Ability to work under pressure and to work well within a team, flexible and hard worker.
- Advanced attention to details, fast learner, good communication skills and able to finish work within time frame.

## EMPLOYMENT HISTORY

<b>Company</b>	<b>: Property Company of Friends, Inc. – Real Estate</b>
<b>Address</b>	<b>: General Trias, Cavite</b>
<b>Date</b>	<b>: March 4, 2014 – up to present</b>
<b>Position</b>	<b>: Site Documentation and Monitoring Staff</b>

## JOB DESCRIPTION

### AS ADMINISTRATIVE ASSISTANT

- Filling and safe keeping of important documents. Processing of replenishments of the managers.

- Application of Building Permits and Certificate of Occupancy of newly opened subdivisions.
- Site monitoring and assisting buyers for unit inspection.
- Maintains the cleanliness of the construction sites, preparing the bins for proper segregation of different garbage's.
- Ensure the proper monitoring of every documents incoming and outgoing in an excel file with analysis.
- Preparing Memo's for other departments for whatever concern.
- Ensure good communication inside and outside department.

Company : **Charles Builders Group of Companies**  
 Address : Imus, Cavite  
 Date : October 2, 2013 – March 2, 2014  
 Position : Warehouse Encoder

**JOB DESCRIPTION**

**AS WAREHOUSE ENCODER**

Encoding of all received withdrawal numbers. Return date of all delivered materials with withdrawal number. Transmit daily important documents to main office. Give daily trip tickets to drivers.

**EMPLOYMENT GAP:** August 2008 – October 2013  
 Managing my own small business.

Company : **Provincial Assessor's Office**  
 Address : Kidapawan, North Cotabato  
 Date : June 2006 – August 2008  
 Position : Office Clerk

**JOB DESCRIPTION**

**AS OFFICE CLERK**

Copies assessment data, computes market, and assessed valuation for taxation purposes. Verifies new assessments against the previous assessment. Post new assessment data in the journal of assessment transaction.

**CHARACTER REFERENCE**

**Name** : **FELIX EDWARD TADIOS**  
**Company** : MAPLE LEAF FOODS INC.  
**Position** : SKILLED 2 MEAT CUTTER  
**Department** : SK2 LOIN LINE  
**Contact** : 204-901-4131

**Name** : **HAZEL S. GREGORIO**  
**Company** : Property Company of Friends  
**Position** : Construction Manager  
**Contact** : +639178708869

**Name** : **MIGUEL P. ESCURO**  
**Company** : Property Company of Friends, Inc.  
**Position** : Construction Management Head  
**Contact** : +639178708871