

FERDINAND B. CANALES



Administrative Assistant

Little Tanay Ville,
Tandang Kutyo,
Tanay, Rizal



PERSONAL INFO

BIRTH DATE
27 Nov. 1986

NATIONALITY
Filipino

YEARS OF EXPERIENCE
12 years

ABOUT ME

I am a productive employee with proven track record of successful objectives and producing quality. Adaptable type with extensive experience providing first class results. Meets job demands and deadlines through diligent work ethic and dedication to quality.

EDUCATION

- 2000 ● ELEMENTARY
Tanay Ville Elementary School
- 2004 ● HIGH SCHOOL
Sampaloc National High School
- 2009 ● COLLEGE
Bachelor of Science in Business major in Banking and Finance

CONTACT INFO

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FACEBOOK
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CAREER TIMELINE



LANGUAGES

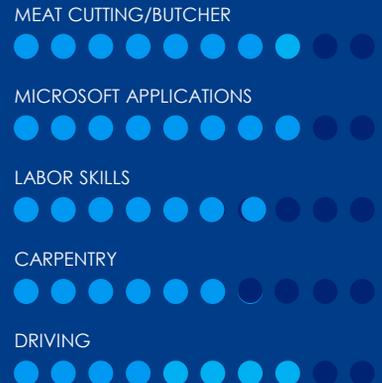
ENGLISH

TAGALOG

EXPERTISE

- ✓ Handle task with minimal supervision
- ✓ Can work efficiently under pressure
- ✓ Expert in multi-tasking skills
- ✓ Adaptable and fast learner employee
- ✓ Can handle financial related task
- ✓ Can perform administrative task
- ✓ With supervisory level skills and can managed people
- ✓ Efficient in agricultural farming and other related task

SKILLS



HOBBIES

- Cooking
- Motorcycle Riding
- Basic car/MC repair
- Agri-Farming
- Carpentry