

ROSE MARY JOY C. CAMACHO

Administrative Assistant

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1007 Manila, Philippines

Objective

Administrative Assistant who goes above and beyond basic administrative tasks and takes on multiple tasks at once. Excellent work ethic and strength in boosting company morale.

Skills

Proficient in Microsoft PowerPoint, Office, Excel, and Spreadsheet.

Work Experience

Office Assistant

Racoma Construction Supplies (February 2020 – Present)

Sales & Inventory Monitoring

- Stock level monitoring everyday (tiles & builders).
- Do purchased orders from different branches.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Updating of deliveries and sales everyday.
- Monitoring all the employees including the Supervisors of daily attendance.
- Monitoring of pull out stocks from branch to other branch, & branch to head office.
- Raising some concerns from Concessionaires to Head Office.
- Do report every cut off, also collecting of reports from branches. And make a summary report.

Assistant Secretary

EBD Interiors, Inc. (June 2019 – December 2019)

- Site visiting.
- Order construction supplies daily.
- Monitoring of attendance of all the employees.
- Do payroll.
- Meeting with clients, Engineers and Architects, Foreman & Plumber
- Do some working errands (banking).
- Daily meeting with the boss and pioneer.

Education

Bachelor's Degree in Office Administration (Graduated in 2019)

-Don Mariano Marcos Memorial State University Mid – La Union Campus,
City of San Fernando, La Union, Philippines

High School Graduate in 2015

-Caba National High School, Las – Ud, Caba, La Union, Philippines