

DINA FABURADA

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To become an integral part of the company that I can share my goal and ambition.

EXPERIENCE

2022 – PRESENT

PERSONAL ASSISTANT, ROCELEN RJ TRADERS INC

MANILA

- Personal assistant directly reporting to the president/CEO and VP of the company.
- Act as a Front Desk for multiple departments in the company's executive office.
- Billing coordinator for incoming subcontractors and suppliers' invoices.
- In-charge of monitoring office supply inventory.
- Surveilling office premises ensuring all is organized.
- Maintaining the cleanliness of the executive offices.

2001 – 2002

SALES LADY, LEE SUPER PLAZA

DUMAGUETE CITY, NEGROS ORIENTAL

- Provide assistance to consumers inquiring information and locating items in the store
- Keeping track of the inventory for product availability.
- Maintaining the cleanliness of the area.
- Record end of day sales.

EDUCATION

1999 - 2000

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

CENTRAL VISAYAS POLYTECHNIC COLLEGE, DUMAGUETE CITY

SKILLS

Customer Service, Billing assistance, Warehousing, Inventory, MS Office, Front Desk, Fast Learner,

CHARACTER REFERENCES

Jessica D. Camacho

Julia C. Dela Cruz

Emily Murada

Contact details may be provided upon request.