

PETER PAUL MANLOGON BASTO

*Peace Street Rosario Village, Ilayang Iyam,
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CAREER SUMMARY:

“Goal - oriented and dedicated Administrative Assistant with proven track record of 7 years in providing exceptional administrative service in fast-paced environments. Has a keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.”

SKILLS

- Knowledgeable on Basic Computer Hardware Troubleshooting.
- Proficient in the utilization of Microsoft Office software (MS Word, Excel, and PowerPoint).
- Staff Education and Training Capability

WORK HISTORY

PAYROLL ASSISTANT

*Moses Cooperative
Quezon City, Philippines
August 2022 – present*

- Collects and analyses the accuracy of employee timesheets.
- Enters and updates payroll data in the software.
- Maintains record of employees' annual and sick leaves.
- Calculates employee salaries considering overtime hours and deductions.
- Resolves any queries related to the payroll.
- Ensures that there are no discrepancies in the payroll activities.
- Coordinates with the Payroll Accountant in preparing all documents and calculations in a timely manner.
- Maintains confidentiality of every employee information.
- Drafts and maintains payroll reports.

ADMINISTRATIVE ASSISTANT

*Philippine National Police
Lucena City, Philippines
November 2014 – July 2022*

- Supervised and trained other workers.
- Scheduled and confirmed appointments and seminars.
- Determined and recognized office procedures and routines.
- Answered telephone and relay telephone calls and messages to proper departments.
- Answered electronic inquiries.
- Compiled data, crime statistics and other information which is essential for the organization.
- Ordered office supplies and maintained regular inventory.
- Greeted clients and other guests, and directed them to contacts or service areas.
- Opened and distributed regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Maintained manual and computerized information filing systems.
- Typed and proofread correspondence, forms and other important documents.

PART – TIME IT INSTRUCTOR

*Polytechnic University of the Philippines
Unisan Quezon, Philippines
July 2013 – October 2015*

- Worked with the University IT Department to implement computer literacy program and technology use into day to day Instruction.
- Setup computers and networking systems delivered step – by - step instructions on basic use.

ASSISTANT INSTRUCTOR I
AMA Computer College
Lucena City, Philippines
June 2008 – October 2013

- Assessed student social, emotional and academic needs to plan goals appropriately.
- Assessed student assignments to check the quality and completeness of work.
- Attended faculty meetings and professional development opportunities to stay abreast of current teaching strategies and content knowledge related to E - Learning.

CALL CENTER REPRESENTATIVE
Sutherland Global Services
Angeles City, Philippines
January 2008 – May 2008

- Overcame objections using friendly, persuasive strategies.
- Provided information about available products and services including membership details and purchase advantages.
- Opened new accounts and documented personal, demographic and payment information in system.
- Explained product prices and packages as well as answered questions and addressed concerns of customers.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.

COMPUTER OPERATOR I
Almana General Hospital
Hofuf City, Kingdom of Saudi Arabia
March 2007 – November 2007

- Monitored systems in operation and input commands to troubleshoot specific areas.
- Generated Monthly reports covering details about data, system operation and error monitoring.
- Maintained excellent attendance record, consistently arriving to work on time.
- Resolved Technical and IT - related problems, improved operations and provided exceptional client support.
- Maintained and checked regular Database Backups

ENCODER
Mount Carmel Diocesan General Hospital
Lucena City, Philippines
August 2004 – February 2007

- Prepared source data for computer entry by compiling and sorting information.
- Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
- Scanned documents and saved in database to keep records of essential organizational information.
- Provided administrative and clerical support to Diagnostic Imaging Department staff.
- Maintained daily production logs of activities and completed work.
- Extracted information from database to compile reports for audit process.

INTERNSHIPS/TRAININGS:

CALL CENTER JOB TRAINING
Lucena City, Philippines
December 2007

OFFICE ASSISTANT
Philippine Long Distance Telephone Company
Lucena City, Philippines
November – December 2003

EDUCATION:

Bachelor of Science in Information Technology
AMA Computer College
Lucena City, Philippines
October 2001 – May 2004