

Lira Dee Lou C. CONCHADA

Blk 15 Lot 17 Richmond Park Townhomes Phase 2, Brgy. Navarro, General Trias, Cavite
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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 to Canada and give a great career path in my chosen field and use this as a way to provide for my family.

CORE COMPETENCIES

Knowledgeable in computer, basic troubleshooting and competitive enough in MS office like excel, word and powerpoint. I am highly effective to work in a long period of time and able to lift 30 kls. 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 a time frame.

WORK EXPERIENCE

Administrative Assistant

Property Company of Friends, Inc.
General Trias, Cavite

March 4, 2014 – Present

JOB DESCRIPTION AS ADMINISTRATIVE ASSISTANT:

- Filling and safekeeping 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.
- Delegate work to other support staff.
- Regularly check incoming mails and answer emails.
- Order/request office supplies and maintain inventory
- Ensure the proper monitoring of every document incoming and outgoing in an excel file with analysis, manual and computerized filing systems.
- Preparing Memos for other departments and routes, preparing minutes of the meeting.
- Ensure good communication inside and outside the department.

Warehouse Encoder

Charles Builders Group of Companies
Imus, Cavite

October 2, 2013 – March 2, 2014

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 the main office.
- Give daily trip tickets to drivers.

EMPLOYMENT GAP:

Managing my own small business

August 2008 – October 2013

Office Clerk

Provincial Assessor's Office
Kidapawan, North Cotabato

June 2006 – August 2008

JOB DESCRIPTION AS OFFICE CLERK:

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

EDUCATION

College **Davao Doctors College**
Davao City (SY June 2001 - March 2005)

Course: **Bachelor of Science in Psychology**

WES ECA Equivalency:

Bachelor of Science in Psychology - **Bachelor's degree (three years)**

Date of Evaluation: **July 10, 2023**

Other Qualifications

Test Results for IELTS:

Date of Evaluation: **May 22, 2022**

Listening - 6.0
Reading - 5.0
Writing - 6.0
Speaking - 6.0

Overall Band Score - 6.0

CHARACTER REFERENCE

FELIX EDWARD TADIOS

Maple Leaf Foods Inc.
Skilled 2 Meat Cutter
204-901-4131

HAZEL S. GREGORIO

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Construction Manager
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