

JOY NARIE AUSA ADOBAS

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Objective

Seeking a company wherein I can apply my extensive knowledge and skills in admin duties and in human resources.

Key Qualifications

- 3 years as an Administrative Assistant IV at University of the Philippines - Diliman Cash Office with an Admin duties to present.
- Excellent in using MS Office as well as Google docs and sheet.
- A good team player, with an excellent teamwork skill and hardworking.
- Able to speak English

Work Experience

Administrative Assistant IV

University of the Philippines – Diliman Cash Office
UP Diliman, Quezon City 1101 Philippines

March 07, 2021 - Present

- Receives official documents for the UPD Cash Office, monitors responses of clients' survey and issuances of memoranda.
- Monitors and Updates Cash Office' official web mail.
- In charge of maintaining electronic copies/files of all inward and outward official documents.
- In charge of receiving, releasing of hard or physical copies of official documents and/or communications for the office. In charge of farming out to concerned section the documents received and maintain files the ones that are for DCO in general.
- In charge in disseminate of all official communication, memoranda and FYIs to the office and answer calls and will attend to all other tasks dutifully and accurately.
- In charge in DV Preparation of all DCO Reimbursements and assists the SAO in the preparation of PS DVs.
- Assists the SAO in the preparation and submission of all administrative documents, reports required by concerned offices.
- Assists in the verification and validation of Tuition and other students' payments.

Payroll Specialist

Aiko Environmental and Ge. Manpower Services, Inc. **November 20, 2017 - June 30, 2019**
Kapitolyo, Pasig City 1603 Philippines

- In charge in checking the correctness and completeness of Daily Time Record (DTR)
- In charge of processing of payroll salaries of Janitress/Janitor that are assigned at Ayala Fairview Terraces, Alveo, Marquee and Harbor Point Malls every 15th and 30th/31st of the month.

Education

College

Saint Joseph College
Bachelor of Science in Information Technology

June 2013 – April 2017