

Arnolfo Enriquez

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PROFESSIONAL SUMMARY

CLERK. PRODUCTION ASSISTANT. SOCIAL MEDIA MANAGER. GENERAL LABOUR.

Dear sir/madam, I have 7 years experience as a Clerk in a government agency in the Philippines giving me enough experience in various office procedures like organizing, filing and sorting documents, creating correspondence, doing payroll, data encoding, and learning important office tools such as computer operation and MS Office software. I can also do general labour, and if any task requires me to be trained then I am more than willing to learn. I also worked as Event Director in the Events industry for almost 10 years. I also worked as a Production Assistant for a media company in the Philippines. In Dubai I have worked as a Sales Executive.

AREAS OF EXPERTISE

Writing Scripts	Clerical/Office Work	MS Office
Video Editing (using Filmora)	General Labour	(Word, Excel, etc.)
Production work	Making Presentations (Powerpoint)	

CAREER EXPERIENCE

DIGITAL ASSET BUSINESS CENTER

CURRENT EMPLOYER

Sales Executive

PRODUCTION ASSISTANT

2021-2022

MMPI, Taguig City, Philippines

Getting involved in every aspect of television program creation including post-production.

WRITER/SEGMENT PRODUCER/EVENT DIRECTOR

2000-2020

ABS-CBN, MMPI, TEAM ONGROUND, INC.

Create scripts to be used in a television program. Be involved in every aspect of producing a segment from the actual shoot up to the final editing. Over-all Supervisor during the Event execution.

CLERK

1993-2000

DEPARTMENT OF EDUCATION-NCR

Client servicing, Organizing/Filing documents, Payroll, General Office works, Computer Encoding

EDUCATION

B.S. in Civil Engineering (up to 3rd year only – did not finish)

High School