



KEYSIALLY RIOS

09669723111

OBJECTIVE

I am seeking a job that will utilize and further sharpen my skills and where I can express my thoughts and ideas for the growth of the company.

PERSONAL INFORMATION

ADDRESS:

Blk51 Lt12 Golden Horizon Villas Ph2,
Hugo Perez, Trece Martires, Cavite

EMAIL:

Keynrios21@gmail.com

BIRTHDATE:

November 02, 1995

BIRTHPLACE:

Bongabong, Oriental Mindoro

AGE:

28

CIVIL STATUS:

Single

RELIGION:

Catholic

SKILLS

*Organizing & maintaining records, files & database.

*Organizing of office equipment & inventory

*Excellent verbal and written skills

*Proficient user of Microsoft Office Tools

*Attention to details

EDUCATION

Datacom Institute of Computer Technology

9115 3rd Floor Commercial Center, Tejeros Convention, General Trias Drive, Rosario, Cavite, Philippines

Computer Secretarial

June 2013 – April 2015

ACHIEVEMENTS

Certificate of Recognition

Third Honorable

On-the-Job Training

General Trias Intel Computer Clubhouse

Pinagtipunan, General Trias, Cavite

July 2014 – October 2014

WORK EXPERIENCE

Kansai Ueno Trading Corp. [Admin Analyst]

March 08, 2023 - Current

Aguinaldo Highway, Salitran 1, Dasmariñas, Cavite

Kansai Ueno Trading Corp. [Document Control Staff]

October 08, 2019 – May 10, 2022

Aguinaldo Highway, Salitran 1, Dasmariñas, Cavite

Nichivi Philippines Corp. [Office Staff-Injection Staff]

March 28, 2016 – May 19, 2018

2nd St. Lot 3 Block 12 Phase 1 PEZA, Rosario, Cavite

Mistuba Philippines Corp. [Production Operator]

August 07, 2015 – January 09, 2016

Lot 1 Block 14 Phase 2 FCIE, LAngkaan, Dasmariñas, Cavite

CHARACTER REFERENCE

Ms. Rodalyn Velasco

09065430323

Ms. Christine Matibag

09562347572