



ANGEL BETH M. ALABAT

OBJECTIVE

To manage secretarial duties and sending mail as a professional. To keep the office tidy and clean for guest or clients, I maintain an inventory of office supplies and place fresh orders as necessary.

Contact

-  Brgy. Cancohoy, Del Carmen, Surigao del Norte
-  09671602752
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Skills

Basic Computer Literacy

Skill



Clerical Skills



Creativity



Time-Management



Education

- Bachelor of Science in Information System
2018 - 2023
Surigao del Norte State University
- Science, Technology, Engineering and Mathematics (Senior High)
2016 - 2018
Surigao State College of Technology

Work Experience

- Caraga Reginal Hospital
2023 - Present
Clerical Aide
 - Perform administrative duties such as data entry, mail distribution and answering calls.
 - Also sort documents, take down meeting minutes, and produce necessary documents.
 - Other duties include operating office equipment, distributing mail, filing documents, and ordering office supplies.
- Espoir, School of Life
2022
Monitoring Aide
 - Monitored operation and reviewed records and metrics to understand company performance.
 - Sort and distribute correspondence as soon as possible
 - Ensure information is accurate and valid by creating and updating records.