



ANAVRIN [REDACTED]

PROFESSIONAL PROFILE

Has a strong writing skills that include making projects and activities proposals, and verbal skills. I was also involved in the implementation of projects and conducting training, seminars and other capability-building activities that will surely impact the growth of Micro, Small and Medium Enterprises (MSMEs). Conducts research in all legal fields of interest of the company and promptly respond to legal issues/concerns. Reviewing and drafting of contracts, memoranda, office orders and other corporate documents. Updates, manages and secures the integrity of documentation and ensure that company's interests are protected under the law. Assists in the conduct of administrative investigations or hearings involving an erring employee and in the drafting of decision

WORK EXPERIENCE

Legal Assistant (Administrative Officer IV)

[REDACTED]
March 2024- up to present

Administrative Officer III

[REDACTED]
December 2022-January 2024

Senior Business Counselor

[REDACTED]
October 2017- June 2022

Administrative Assistant

[REDACTED]
May 2017- October 2017

EDUCATION

Bachelor of Business Administration Major in Financial Management

[REDACTED] - [REDACTED]
June 2013- March 2017

[REDACTED]
Secondary
2009-2013

[REDACTED]
Elementary
2003-2009

ELIGIBILITY AND CERTIFICATION

Career Service Eligibility (Professional Level) Passer

Civil Service Commission
October 23, 2016

National Certificate III in Bookkeeping

TESDA
2015

CHARACTER REFERENCE

To be furnished upon request

Contact



[REDACTED]



[REDACTED]



[REDACTED]

Skills

- Has a recommendable and strong Customer Service Skills
- Can work under pressure and less supervision.
- Teamwork-oriented with outstanding leadership abilities.
- Has excellent interpersonal and communication skills (written/verbal).

Other information

- Age: 27 years old
- Birthday: [REDACTED]
- Birth Place: [REDACTED]
- Civil Status : Married
- Religion : Roman Catholic
- Spouse's Name: [REDACTED]
- Spouse's Occupation: [REDACTED]