



MOÑEEN P LIM



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de Oro City



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Skills

- Logistics
- Data Entry
- Bookkeeping
- Task Coordination
- Project Management
- Appointment Scheduling
- Inventory Management
- Schedule Form Completion
- Google Workspace
- Social Media Marketing
- Email Marketing
- Graphic Designing (Canva)

Tools

- Zoom
- Google Meet
- Monday

Education

Bachelor of Elementary Education
June 2005 to March 2009

Institution: MOSCAT recently
known as University of Science and
Technology of Southern Philippines

Objective

Proficient and adaptable virtual assistant with a history of delivering outstanding administrative support and boosting operational effectiveness for clients and organizations. Enthusiastic about utilizing my skills and robust communication capabilities to amplify the success of a dynamic team or business.

Work Experiences

Position: Virtual Assistant | Client Relation Specialist

Date: January 1, 2022- September 30, 2024

Company: The Perfect Child (TPC) in US | Remote Job / Part-time

- Manage and check Jotform of Clients.
- Input Intake and Diagnosis of Clients to google sheet.
- Check the Insurance Card if approved.
- Download all documents to Client's google drive and if all docs in approved move for step 1.
- Manage emails and WhatsApp group chat.

Position: Administrative Assistant II/ Office Assistant

Date: February 1, 2022- August 31, 2024

Office: Office of the University and Board Secretary

Company: University of Science and Technology of Southern Philippines (USTP) – System

- Email management for document request.
- Logistics task like booking plane ticket, accommodation and catering services.
- Prepare cash advance and liquidation.
- Facilitate Board and Council Meetings.
- Perform other administrative task assigned by the Board Secretary.

Position: Administrative Aide III (Executive Secretary)

Date: June 1, 2016 – January 31, 2022

Office: Office of the Chancellor/ Office of the President

Company: University of Science and Technology of Southern Philippines (USTP) – Claveria

- Manage emails in the Office.
- Assist the President/ Chancellor for his travel documents.
- Prepare documents needed for meetings and appointments.
- Arrange schedule for his appointments.
- Perform other administrative task assigned by the President and Chancellor.

Position: Administrative Aide III (Office Secretary)

Date: January 19, 2011- May 31, 2016

Office: Office of the Auxiliary Management Services

Company: University of Science and Technology of Southern Philippines (USTP) – Claveria

- Act as the Office Secretary
- Prepare triptickets for transportation request.
- Facilitate the request of vehicle.

Position: Data Encoder

Date: August 9, 2010- December 30, 2010

Office: Population and Census

Company: National Statistics Office- Region 10

- Encode data given for Population and Census.

Training, Seminars and Workshops

Training: VA 101 Training

Period: December 12-13, 2024

Sponsoring Agency: SpinVirtual Solutions

Training: Virtual Assistant

Period: June 28, 2021 - July 02, 2021

Sponsoring Institution: Virtual Assistant Training Philippines

Training: 20th Dairy Congress and Expo

Period: May 23, 2018 - May 25, 2018

Sponsoring Institution: National Dairy Authority (NDA)

Training: ISO 9001:2015 Documentation and Risk Management Training-Workshop

Period: April 3, 2018 - April 4, 2018

Sponsoring Institution: ASC Management Systems Consultancy

Training: ISO 9001:2015 Quality Management System Orientation-Seminar

Period: Nov. 22, 2017

Sponsoring Institution: ASC Management Systems Consultancy

Training: Establishing the Policies and Guidelines on Gender and Development in the CHED and HEI's

Period: Aug. 26, 2016

Sponsoring Institution: Misamis Oriental State College of Agriculture and Technology

Training: Philippine Quality Award (Re- Echo Seminar

Period: June 9, 2016

Sponsoring Institution: Misamis Oriental State College of Agriculture and Technology

Training: A Workshop on Setting the Targets Towards Strategic Human Resource Management

Period: April 21, 2016

Sponsoring Institution: Misamis Oriental State College of Agriculture and Technology

Training: Creative Capacity Building Programme

Period: Mar. 9, 2015 - Mar. 12, 2015

Sponsoring Institution: Singapore Polytechnic State College/ PASUC/ MOSCAT

Training: Training On Strategic Performance Management System (SPMS)

Period: June 24, 2013 - June 25, 2013

Sponsoring Institution: Civil Service Commission- (CSC) Region 10/ MOSCAT

Training: Business Planning Workshop

Period: July 25, 2011 - July 26, 2011

Sponsoring Institution: Misamis Oriental State College of Agriculture and Technology

