



PERSONAL DATA

Date of birth:	Dec 13, 1994
Age:	30
Weight:	60kgs
Height:	5'2
Nationality:	Filipino
Gender:	Female
Civil Status:	Single
Language Spoken:	Filipino/English
Religion:	Christian

EDUCATIONAL BACKGROUND

TERTIARY:

Palayan City Institute of Technology
Computer Secretarial
Old City Hall, Caimito, Palayan City
2011-2013

SECONDARY

Bongabon National High School
2007-2011

SKILLS AND KNOWLEDGE

- ✓ Computer literate, with communication skill
- ✓ Adaptability
- ✓ Accuracy and attention to detail
- ✓ Disciplined
- ✓ Can work under pressure
- ✓ Maintaining reports and records of inventory
- ✓ Confident about completing the work on time
- ✓ Time management
- ✓ Work ethic
- ✓ Leadership
- ✓ Customer-Service Oriented
- ✓ Willing to Be Trained
- ✓ Works Well with Others
- ✓ Strong analytical skills to collect, process, and interpret data from various sources, such as inventory, transportation, warehousing, distribution, and customer service.
- ✓ Good in communication and dealing with other people.
 - ✓ Industry Expertise
 - ✓ Database Management
 - ✓ Multi-tasking & Problem Solving.
 - ✓ Resourcefulness
 - ✓ Typing and Data Entry
 - ✓ Diligence
 - ✓ Financial & Payment Management
 - ✓ Research & Analytical Skills
 - ✓ Confidentiality & Professionalism

AN-JENICA C. GARCIA

Brgy. Betania Laur, Nueva Ecija

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OBJECTIVE

To hold more challenging position that will maximizes my expertise and skills and to be expose to more challenging task to continuously grow and ultimately attain self-fulfillment through excellent in job performance.

Work Experience

Biyer Gibraltar Limited

Virtual Administrative Assistant

March 22, 2025 – April 20,2025

- Scheduling appointments and managing calendars
- Data entry and document organization
- Booking travel and accommodations
- Reporting on the progress of documents
- Setting reminders for important tasks
- Making online purchases and reservations
- Organizing digital files, documents, and personal records
- Answering phone calls and handling inquiries

Amigos Construction

Yanguang Project

Document Controller/HR Admin Officer

Brgy. Antipolo, Bongabon Nueva Ecija

April 6 , 2024 –January 18,2025

- Document flow management.
- Record keeping and archiving
- Document review and approval
- Reporting on the progress of documents
- Reviewing and updating technical documents
- Document classification and categorization
- Create templates for future use
- Document revision tracking
- Communicate and collaborate with project managers
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Conducts or assists with new hire orientation.
- Support all internal and external HR-related inquiries or requests.

Sutherland Global Services

Technical Support Phones/Non-Voice

Palayan,City Business Hub

September 25, 2023 - April 05, 2024

- Provide technical support to clients
- Identifies and handles customer inquiries
- Managing multiple cases at one time
- Handle incoming calls and chat from customers
- Provide Resolution
- Request to Replace parts as required

Citronel General Trading LLC.

Administrative Executive Assistant/Accounting Clerk

Ajman United Arab Emirates

December 2019- November 2022

- Hiring and Recruitment
- Maintain digital and electronic records of employees
- Process payroll and resolve any payroll errors.
- Oversee the completion of compensation and benefit documentation
- Complete termination paperwork and exit interviews.
- Responsible for admin works
- Maintains office supplies inventory by checking stocks to determine inventory level; anticipated needed supplies; evaluate new office products; placing orders for supplies
- Handle CCTV, E-mails, and other Social Media account.
- Negotiate with the suppliers, customers locally, and international.
- Arrange meetings and travel of managers
- Sending quotations to customers
- Manage and coordinate multiple extremely active calendars concurrently and ensure schedules are followed and respected
- Organizing all transportation needs for the organization's product.
- Execute logistics plan to move products and packages to reach destinations on schedule.
- Coordinate and track movement of goods through logistic pathway.
- Held responsible of Vending Machine collections.
- In charge in contracts and Commission of the Vending Customers
- Making and requesting Gate Pass for the Vending Machines and supplies

HRD & SCAD (S) PTE LTD

Office Assistant (Purchasing and Mailing Team)

PEZA,ROSARIO CAVITE

January 6 2015 – September 21, 2015

- Handle organizational and clerical support tasks.
- Maintain files to keep track of important documents
- Encoding Invoices in System