# ABBIE KEY Z, DIANGCO

## OFFICE ASSISTANT

Blk 12 lot 19 Villa consulacion sitio tagback Brgy San jose
(+63)9550037952
diangcoabbie@gmail.com



## CAREER OVERVIEW

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

## EDUCATION

**Bachelor of Business major in Marketing**
Sumulong College of Art and Sciences (SCAS Bldg. M.L, Quezon Ext. Antipolo City)
2014-2018

## SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

## REFERENCE

Lani L, Solano
Sales Budget Associate
**RFM Corporation**
09051724084

## EXPERIENCE

### BUSINESS DEVELOPMENT ADMIN

**MAYA PHILIPPINES (Temps and Staffer Inc.)**
**October 01, 2022-present**

- Validating the document of the partner
- Business review with partner
- Scheduling the online and face to face meeting with the partner
- Onboarding Campaign

### ONLINE LEAD SUPPORT

**MAYA PHILIPPINES (Temps and Staffer Inc.)**
**March 2, 2022 –September 30, 2022**

- Screening of prospective clients of Smart Padala.
- Review monthly status of active store/accounts

### PURCHASING CLERK

**RFMCorporation (SPDelorayaJob Contracting & Consultancy Services)**
**Nov 6, 2018 – Feb 19, 2020**

- Collate monthly requisition of office supplies and materials.
- Prepare purchase order entry via SAP and ensure on time deliveries of purchase from supplier.
- Coordinate with accounting for payment processing.
- Collaborate with other departments in need of my assistance.