



JOTHA P. LAVISORES

PROFILE

I am a highly organized and hardworking professional with 15 years of administrative assistant and 2 years of sales representative experience with strong organizational, communication and interpersonal skills. My expertise lies in handling sensitive documents, complex scheduling, strong typing and data entry and providing comprehensive support to executive teams, Enjoy working independently as well as in a team, I am passionate about my work because I love what I do, I have a steady source of motivation that drives me to do my best. I am committed my dedication, loyalty, and willingness to give my time and energy to the company.

CONTACT

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22 A Sikka St. P 450 Al Satwa, Dubai

EDUCATION

Bachelor of Science in Commerce major in Management

DMMA College of Southern Philippines
| 2005

SKILLS & COMPETENCIES

- Strategic planning and scheduling skills.
- Office management systems.
- Attention to details.
- Time management skills.
- Interpersonal skills.
- Problem solving skills.
- Expertise in MS word, excel and outlook.

LANGUAGES

- English
- Filipino

WORK EXPERIENCE

LJR Group of Companies

(Sep 2009 - Jul 2024)

Administrative Assistant

- Responsible in handling all clerical and staff services such as typing, scanning, filling and encoding.
- Managing and preparing purchase orders efficiently leading to cost savings.
- Provided support to management, resulting in a positive impact on the company's overall performance.
- I am in charge of managing accounts and issuing checks for the admin manager.
- Composed professional emails and documents using MS office providing communication and documentation for the whole organization.
- Performs additional tasks as directed by the Admin manager.

LJR Group of Companies

(May 2007 - 2009)

Sales Representative

- Provides first class service in order to push the sales products. Act as intermediary between customers and the company.
- Attend all the needs of the customers inside showroom and allows customers to make inquiries.
- Collaborated with marketing team to develop and execute promotional campaigns to drive sales.

TRAININGS AND SEMINARS

- FLOW CHART TRAININGS held on January 21,2016 at LJR Conference room, Gante RD Tagum City Philippines.
- Microsoft PowerPoint and Microsoft OneNote held on Feb 25, 2016 at LJR Corporate center.
- BASIC LEADERSHIP and MANAGEMENT training held on October 5,2016 at LJR center.
- LIFE COACHING AND SELF AWARENESS SEMINAR held on September 28,2016 at LJR Corporate Center.
- 40-Hour DOLE-BWC prescribe course on BASIC OCCUPATIONAL SAFETY AND HEALTH (BOSH) WITH 2 HOUR TRAINING OF TRAINER HELD on April 27-30, 2021 at FRROHS Training center at Cubao, Quezon City, Manila.