



# Mark Jayson Duldulao

A highly skilled and versatile professional with a background in computer science and extensive experience in administrative roles, including administrative aide, audit staff, office clerk, office encoder, and warehouse assistant. Adept at leveraging technical knowledge and administrative expertise to optimize workflows and support organizational objectives.

## ABOUT ME

Date of Birth: 01-12-1992

Age:32

Nationality:Filipino

Address: Al Jaffliya, Dubai

Contact Information

Phone:+971569319459

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## EDUCATION

Bachelor in Computer Science  
Northwestern University  
Laoag City  
2010-2013

Information Technology  
AMA Computer College  
laoag City, Ilocos Norte  
2008-2009

## SKILLS

Computer Literate

Microsoft Skill (word,excel)

Meeting deadlines

Administrative Skills

Technical Proficiency

Troubleshooting

Basic Photoshop

Fast Encoding

Inventory Management

## WORK EXPERIENCE

### OFFICE CLERK CUM ACCOUNTS PAYABLE ENCODER

Omnico Natural Resources Inc.

Sarrat, Ilocos Norte

February 2014 - September 2019

- Prepare, sort, and file documents and records, ensuring they are easily accessible.
- Maintain both physical and digital filing systems.
- Handle the scanning and archiving of documents.

### AUDIT STAFF CUM WAREHOUSE ASSISTANT

Venvi Technology Corporation

San Nicolas, Ilocos Norte

October 2019-December 2020

- Prepare and present audit reports, highlighting key findings, conclusions, and recommendations.
- Collaborate with senior audit staff and team members to ensure the smooth execution of the audit.
- assisted in inventory management including receiving, sorting and distributing.

### SALES REPRESENTATIVE

Motolite Corporation

Laoag City, Ilocos Norte

January 2021- April 2022

- Identify and pursue new sales opportunities to meet or exceed sales targets.
- Develop and maintain strong relationships with new and existing customers, ensuring high levels of customer satisfaction.

### ADMINISTRATIVE AIDE I

Municipal Planning and Development Coordinator

Sarrat, Ilocos Norte

May 2022- April 2024

- Perform routine clerical tasks such as filing, photocopying, and data entry.
- Maintain and organize office records and files, ensuring easy retrieval.
- Manage incoming and outgoing mail, including sorting, distributing, and handling correspondence.
- Assist with the preparation of documents, reports, and presentations.
- Serve as the first point of contact for visitors and callers, providing a courteous and professional greeting.
- Answer and direct phone calls, take messages, and handle basic inquiries.