





# Harvey Valenzuela

Marketing / Data Entry/  
Administrative Assistant

## CONTACT ME

 0977-343-3882

 hveyst@gmail.com

 Avida Residences  
Dasmariñas, City of  
Dasmariñas, Cavite

## EDUCATION

**Bachelor of Science in  
Business Administration**  
*Major in Marketing Management*

National College of Science  
and Technology (NCST)

2019

## SKILLS

Typing Skills (80 WMP ) .....

Communicating Skills ...

Microsoft Excel .....

Microsoft Word .....

Microsoft Powerpoint .....

Picture Editing .....

## WORK EXPERIENCE

Administrative Staff / Office Staff 2019 - September 2022

### Local Government Unit - Dasmariñas

- Day to day communicating with other people to help / assist them to complete their Registration or Correction of their documents.
- Encoding of All data information coming from the Registered Documents to Submit it to the National Office (PSA) here in the Philippines.
- Searching of Documents from Data Base to provide the clients Certification.
- Answering inquiries through Landline Call, Phone Call and Emails  
Sorting of Documents

## PERSONAL INFORMATION

Date of Birth : August 28, 1997  
Place of Birth : Dasmariñas, Cavite  
Civil Status : Married  
Citizenship : Filipino  
Height : 176cm  
Gender : Male

## SEMINAR ATTENDED

Awareness of ISO 9001:2015 (Quality Management System)	2018
Department of Trade Industry (GoNegosyo Program)	2017