

BENEDICT B. DAEP

Administrative Assistant

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San Pablo City, Laguna PH

ABOUT ME

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effective in independent or team environments.

EDUCATION

Bachelor of Science: Computer Science

Polytechnic University of the Philippines 1998-2000

WORK EXPERIENCE

Administrative Assistant V
City Government of Makati
2018-07 - 2025-06

- Participate in ensuring the effective and efficient performance of the section's mandate and functions.
- Supported execute staff through scheduling meetings, coordinating travel arrangement, and preparing crucial documents.
- Answered multi-line phone systems, routing calls, delivering messages to staff and greeting visitors.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationship.
- Received PR documents from external offices and forwarded to concern unit. Improved documents organization with thorough file maintenance, archiving outdated records as necessary for efficient retrieval when needed.

Community Affairs Assistant I
City Government of Makati
2016-07 - 2018-06

- Secure and maintain updated database of DRMM Inventory of Resource for Search and Rescue section's vehicle, equipment, facilities and personnel.
- Prepared process and maintain database of Search and Rescue Section.
- Prepared PPMP PR Worksheet Under by Incident Rescue Services Enhancement.

REFERENCES

- Timothy James Villamor - Barangay Councilman, of South Cembo Taguig City.
0917-645-7908
- Pauline Abrenica - Senior Process Associate TCS.
0999-928-9967

SKILLS

- Software proficiency
- Time Management
- Problem-Solving
- Records Management
- Calendar management/Scheduling
- Communication Skills