

Ljiel D.C. Saplan

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SUMMARY

An organized, and detail-oriented individual with strong communication skills and a high level of professionalism. Demonstrates reliability in handling administrative functions. Proficient a team environment, with eagerness to grow and learn. Proficient in Microsoft Office and Google Workspace, with excellent time management and multitasking abilities. Recognized for maintaining confidentiality, supporting efficient office operations, and contributing effectively to collaborative environments. Exhibits a diligent work ethic and a commitment to quality, making them well-suited for dynamic, task-oriented office settings.

EDUCATION

2024 - present BS Agribusiness Management and Entrepreneurship at **University of the Philippines - Los Baños**
2022- 2024 Senior High school at **Wesleyan-University Philippines**

SKILLS

WORK EXPERIENCE
