



JOVIL ALEXIA CASTRO

As a versatile and ambitious student currently pursuing a Bachelor's degree in Office Administration at Central Mindanao University, I thrive in dynamic environments that challenge my adaptability and multitasking abilities. As an ambivert, I find it enjoyable to interact with customers and people, balancing my social and independent working styles effectively. I am eager to apply my knowledge and skills in every work I may be. My goal is to gain a practical experience and grow in a dynamic and challenging environment.

CONTACT

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EDUCATION

Central Mindanao University

Bachelor of Science in
Office Administration

Currently a 2nd year

IBA College of Mindanao

ABM

2022-2023

Sinayawan Development Academy

2020

SKILLS

Adaptability

Time Management (Multitasking)

Computer literate (Proficient with
technology and software)

Emotional Intelligence

Active Listening

People- Friendly

WORK EXPERIENCE

Store Assistant

Castro Store (Family-owned business)

- Operated cash register, processed transactions accurately, and handled cash responsibly, maintaining a balanced till and preventing discrepancies.
- Swept and mopped floor, wiped windows and fixtures before and after closing to support cleanliness and maintain organized store.
- Provided excellent customer service, promptly addressing inquiries and resolving issues.
- Assisted in inventory management by restocking shelves, organizing displays, and conducting regular inventory checks to ensure product availability and accuracy.