



Ronald Lumbocan Amit

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Present Address:
Bario 2, Tacurong City 9800, Sultan Kudarat, Philippines

Basic Information

Age 28	Birth Date Jan 19, 1995	Gender Male	Civil Status Single
Height (cm) 157.48	Weight (kg) 60	Nationality Filipino	Religion Islam

Work Experience

I have been working for 5.94 years

Jul 2022 - Aug 2022
(2 Months, 3 Hours)

Graphic Designer

Rockstar Web Design Services
Arts / Design / Fashion
Philippines

providing design for clients' requests to the company such as; social media posts, email signatures, brochures, flyers, banners, landing page design, icons, logos, youtube thumbnails, invitations, certificates, and etc.

Aug 2017 - PRESENT
(5 Years, 9 Months)

Human Resource Aide

Sultan Kudarat State University
Human Resources / Manpower & Recruitment
Philippines

- Providing/Design HR brochures
- Receiving/releasing incoming and outgoing communication
- Preparing Vouchers related in HR
- Designing Program, Newsletter Magazine, Mug, and T-shirt for HR Activities and various offices
- Preparing Travel Order
- Editing Video Presentation for HR Presentation
- Preparing various Powerpoint presentation
- Preparing & designing tarpaulin in every HR Program/Activity and other offices program
- Canvassing Tarpaulin
- Maintenance of computer function
- Photocopy
- Preparing attendance, snack & lunch for HR Meetings/Activities.
- Finalize and follow up on Voucher
- Active in different communication upon the advice of the Director
- Biometric Attendance Timekeeper (BAT) Manager.
- Personnel Information Management (PIM) System In-charge.
- Errands at the HR Office.
- In charge of the personnel profile of the University for updating per month.

Educational Attainment

Jun 2011 - Mar 2015

Sultan Kudarat State University

Bachelor's / College Degree
Bachelor of Science in Computer Technology major in Computer Technology

Skills

Graphic Designing | Video Editing

Languages

English | Tagalog

Character References

NORAISA K. YASIN, PhD

HRMDO Director

Sultan Kudarat State University

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