

# CASELYN ATIENZA

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ADMIN

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## CONTACT

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## PROFILE

As a Highly organized and detail-oriented Administrative Professional with over a decade of experience in office management, administrative support, and customer service. I excel in handling diverse tasks such as scheduling, correspondence, data entry, and maintaining office supplies. I am proficient in utilizing various software programs to boost office efficiency and I'm Known for strong my communication skills, problem-solving abilities, and steadfast commitment to confidentiality. Dedicated to supporting organizational goals, I strive to provide exceptional administrative support to ensure seamless office operations.

## SKILLS

Organization Skills  
Team Player  
Knowledge in Microsoft office  
Flexible & Adaptable  
Strategic thinking

## EXPERIENCE



Can Holding International/ Royal Petro LLC

**2023-Present**

- Managing office supplies stock and placing orders.
- Preparing regular financial and administrative reports.
- Administration of company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned.

## EDUCATION

Pamantasan ng Cabuyao  
Philippines  
**2007-2011**  
Associate in Computer  
Programming & Technology



Mercury General trading LLC

**2013-2023**

- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned.