**HARIES B. BENING**

27, Nijong Drive, Pemulwuy, New South Wales

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**CAREER OBJECTIVE**

To get an opportunity where I can make the best of my potential, where I can learn new skills, expand my knowledge, leverage my learnings, and contribute to the organization's growth.

**EDUCATIONAL BACKGROUND**

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| Tertiary | Bachelor of Science in Information Technology – Saint Louis College – San Fernando City, La Union, Philippines (S.Y. 2019 – 2023) |

**EXPERIENCE**

**Room Attendant –** Luxxe Outsourced Hotel Services - Mercure, Penrith

Panthers PI, Penrith NSW 2750

November 29, 2023 – Present

* Replacing bed linens and towels, dusting, carpet cleaning using vacuum, toilet/bathroom cleaning etc.
* Organizing and sanitizing

**Cleaner –** Apollo Cleaning Group PTY LTD – CSR

10 Stanton Road, Seven Hill NSW 2147

November 26, 2023 – Present

* Performs general cleaning tasks such as dusting, sweeping, toilet cleaning, etc.

**On the Job Trainee -** Philippine Statistics Authority – Regional Statistical Services Office 1

City of San Fernando, La Union 2500

January 2023 to May 2023

* Performed ICT Equipment Inventory
* Managed ICT Equipment Database
* ICT Equipment Repair and Maintenance
* Technical Assistance
* Networking
* Infographics
* Performed Customer Satisfaction Survey

**TRAININGS/SEMINARS ATTENDED**

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| **January 05, 2023** | **BSIT OJT Pre-deployment Seminar Series**  Seminar on Mental Health  Seminar on Work Etiquettes  Seminar on Personality Development  Seminar on Anti-Sexual Harassment | Zoom Webinar |
| **January 06, 2023** | Seminar on Secrets of Word Processing with Workshop  Seminar on Do’s and Don’ts of PowerPoint with Workshop  Seminar on Templates of Publisher with Workshop  Seminar on Advanced Calculations through Excel with Workshop | Zoom Webinar |
| **January 24, 2023 to May 12, 2023** | On-the-Job Training | Philippine Statistics Authority - Regional Statistical Services Office 1 |
| **July 22, 2023** | Microsoft Digital Literacy | TESDA Online Program |

**SKILLS**

* Computer literacy (Microsoft Word, PowerPoint, Excel)
* Goal-oriented
* Ability to manage change
* Basic Programming (Visual Basic)
* Basic Photo and Video Editing
* Willingness to learn
* Management Skills
* Interpersonal Skills

**REFERENCES**

***Mrs. Teresita Soriano***

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