



Robby Boy Cantiveros Dumanon

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Agusan del Norte, Philippines

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OBJECTIVES

- To impart some skills, knowledge, or wisdom that would be a big help to an organization.
- To earn a harmonious relationship within an organization.
- To learn some new knowledge or wisdom from an organization in order to become an effective and efficient employee in the future.

PERSONAL DATA

Date of Birth : April 11, 1992
Place of Birth : Butuan City, Philippines
Civil Status : Single
Gender : Male
Nationality : Filipino

EDUCATIONAL BACKGROUND

College: **Mindanao State University- Main Campus**
Marawi City, Lanao del Sur
Diploma, April 9, 2014
Course: **BSBA- Management**

WORK EXPERIENCE

- **Encoder/Administrative Assistant II** (Nov. 5, 2014-Dec. 31 2014)
-DSWD Field Office Caraga Region- Sustainable Livelihood Program
(R. Palma St., Butuan City)
 - Encoding backlogs (SP/CB, Participants, SKA, MFI, Self-funded, PPA, Employed)
 - Clerical works

CERTIFICATIONS

- **CSE-PPT (Professional)- Oct. 26, 2014- Passer**

SEMINARS/TRAININGS

- OJT at PAG-IBIG Fund Butuan Branch. (April-May 2013)
- Fourth Young Executives Business Management Convention. (March 8-9, 2014)
- Third Young Executives Business Management Convention. (March 2-3, 2013)
- 1st Junior Leadership Volunteering Program on Good Governance and Social Responsibility. (September 15, 2013)
- Seminar on Taxation, Land Reform and Cooperatives. (July 11, 2012)

AFFILIATIONS

- Member, Junior Executive Club (JEC)
- Member, Junior People Management Association of the Philippines (JPMAP)

SKILLS

- Computer literate (Microsoft Word, Publisher, Powerpoint and Excel)
- Strong work ethics
- Flexibility/Adaptability

REFERENCES:

Mr. Simel Adam Amplayo

PDO II/Monitoring and Evaluation

DSWD Field Office Caraga Region- SLP, Butuan City

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Prof. Amerah B. Guro

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