

Hello I'm Aldrin

I'm a fast learner, a goal oriented and I can manage a significant work load.

See More...





Welcome to my **Portfolio**

Here are some of my work experience from my previous job that I have worked on over the last few years.

- Supervised and ensure all task are completed in timely manner.
- I have the ability to do reports using Microsoft office and more.

My Skills And Expertise

- Creative and innovative.
- Both in individual and group work.
- Data analysis
- Attention to details.
- Creating documents.
- Preparing documents for print.
- Computer Software and Application Knowledge.
- Proofreading and editing copy.
- Creating slideshows.
- Good physical health.





My Work Experience

In my career, I used to be in charge of all the task of the team. I stand as a team leader and I made sure that all assigned project are accurate. I am responsible for the outcome of the given assignment and make sure that all the reports are accomplish ahead of time.

Thank You

For visiting my portfolio



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