

DIVINA M. BARBA

Organized and detail-oriented professional with over four years of experience in administrative roles. Skilled in handling document management, payroll and general office tasks. Quick learner with strong organizational and problem-solving abilities.

CONTACT

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EDUCATION

Saint Joseph College of Canlaon

Bachelor of Science in Business Administration
Marketing Management
(2016-2019)

SKILLS

Administrative Support

Communication

Problem Solving

Document Management

Computer Proficiency

WORK EXPERIENCE

BRANCH SECRETARY (SUPPORT STAFF)

BLUE PEARL 9 PRU LIFE UK (JULY 2019 – MARCH 2022)

- Assisted with recruitment and activation task for the branch.
- Provide administrative support and handled clients documentations.

ADMIN OFFICER

AMDG CONSTRUCTION(MARCH 2022-FEBRUARY 2023)

- Conducted payroll processing and handled administrative task.
- Manage liquidations and supported office operations

DOCUMENT CONTROLLER / ADMIN OFFICER

DOZA GROUP INC. (MAY 2023-AUGUST 2024)

- Ensured accurate document management using Aconex, keeping all files updated and organized.
- Assisted with payroll processing and handled purchasing task.
- Managed petty cash, performed liquidations, and provide general administrative support.