LULU, ADRIAN FRANCIS

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CAREER OBJECTIVE:

To apply my skills to the best possible way in order to help the company achieve its goals, and to seek a highly organized and hardworking individual pursuing a responsible job to gain professional experience.

Work Experience:

Data Entry (Freelance)

Feb

2022 - Present

Filthy Rich Futures (Crypto / Stocks Trading)

- Entering analysts signals to Excel spreadsheets.
- Computing aignals Profits and Loses percentages.
- Monitoring analysts signals before putting on Excel

Tech Support (I.T Staff)

Jan

2021 – Feb 2022

Digital Learning I.T Solutions

- Assisting clients with general support for hardware, peripherals, network connections, and external software.
- Determined hardware and software problems and errors in computer equipment or software related to personal computers,
  networks (LANs), and associated equipment.
- Performed customer services on different firms departments and resolve hardware and software technical problems in the system elements after detailed analysis, including computer failures and software malfunctioning.
- Skill used an ability to complete assignments and tasks in a timely manner with no supervision.

Real Estate Receptionist

Apr

2019 - Mar 2020

Camella Homes

- Respond to queries regarding real estate services offered at the company, over the telephone, and through emails
- Providing a range of reports depending on what is requested by the manager or sales associates.
- Schedule appointments and meetings between real estate agents and clients by setting dates and time slots.
- Assisting with the maintenance of social media accounts.
- Preparing and emailing a report on weekly activities to agents.

Time Keeper / Payroll Officer

Sep

2018 - Mar 2019

Top Homes Finishing Inc.

- Conducted routine administrative duties to include reporting, correspondence, record-keeping and financial actions related to payroll.
- Managed employees' time off requests into the system and related information to human resources clerk.
- Computes total time worked by employees, routes time sheet to payroll department.
- Oversee and monitor personnel movements and equipment usage.

Office Assistant

Jan 2018

- July 2018

Magnolia Inc.

- *Answering and managing incoming and outgoing calls.*
- *Maintaining and updating inventory, mailing, and database systems.*
- *Produced monthly reports using advanced Excel spreadsheet functions.*

Technician / Attendant Mar
2016 - Dec 2017
Kensurf Internet Cafe

- Responding to customer requests
- Performing maintenance and updates on hardware and software systems as needed.
- Installing new hardware such as computers, servers, and other peripherals.
- Troubleshooting and diagnosing technical issues.
- Monitoring computer systems for malfunctions and errors.

EDUCATION

Imus Institute of Science and Technology
(Did not graduate)
Bachelor of Science in Information Technology Cavite, Philippines