

AL-JOHN L WAHID

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Education

Polytechnic University of the Philippines
BS Information Technology

Manila, Philippines
2024 - 2025

Universal Colleges of Parañaque

Paranaque, Philippines
2024

Experience

Skills & Interests

- **Customer Support:** Voice and chat support, handling customer inquiries, and resolve issues promptly
- **Email Management:** Inbox optimization, managing email correspondence, and professional communication
- **Calendar Management:** Setting appointments and coordinate meetings, and manage calendars efficiently
- **Social Media Management:** Post scheduling, create basic graphic design and maintain an active online presence
- **General Virtual Assistant:** Provided administrative support such as task management, and basic document handling.
- **File Organization:** Organize digital files and folders, maintain structure, and ensure easy file retrieval
- **Data Entry:** Input data accurately into spreadsheets, CRMs, or other systems while maintaining data integrity