



☎ 054-734-2034  
✉ millajoshua96@gmail.com  
📍 Abu Dhabi

## EDUCATION

### Bachelor of Science in Computer Engineering

2014-2019

## SKILLS

Computer  
Troubleshooting

Local Computer  
Network

Knowledgeable to MS  
Office

Has Professional  
Drivers License  
(Manual and  
Automatic Philippine  
License)

Has Knowledge on  
Basic Vehicle  
Maintenance

## LANGUAGE

English  
Tagalog

# JOSHUA MILLA

To enhance and nurture my knowledge and skill while contributing to your company with utmost integrity. Easy to adopt to both collaborative team environments and independent work.

## WORK EXPERIENCE

### ● 2023

Yas Limousine for Luxury Passenger Cars

#### Office Staff

Monitor Drivers Performance

Generates Weekly and Monthly Reports

Provide Technical Support to Driver with their Uber and Careem Accounts

Keeps Record for Vehicle Maintenance

### ● 2021 - 2023

Provincial Capitol of Surigao del Norte

#### Administrative Aide - I

Responsible for Journal Entry Voucher, Generate Payroll, Receive and Release Voucher, and Prepares Annual Budget.

Process Reimbursements, Managing Office Supplies and Maintaining Records

Provides Technical and Administrative Support to Office Head

### ● 2020

Nikkeru Plant Maintenance Solution Inc.

#### Electrical And Instrument Technician

Installation and Maintenance of Plant Electrical Equipment

### ● 2020

Motorjoy Depot Inc. (Motortrade)

#### Marketing Assistant / Sales

Customer Service, sales, and Customer Relations

### ● 2018-2019

Department of Agrarian Reform | Surigao del Norte

#### On-the Job Training - Office Clerk

Inputting and Updating Information on Spreadsheets

Filling and Organization of Files

Computer Maintenance and Installation

## TRAININGS

- Managing Safely - IOSH 2024  
Aspire Training and Management Consultancy
- Emergency First Aid at Work 2024  
Aspire Training and Management Consultancy
- Document Management & Document Controller Essential Training 2024  
UDemy
- Light Vehicle Driving (NCII) 2019  
Livelihood Productivity and Training Center (Philippines)
- Electrical Installation and Maintenance (NCII) 2013  
TESDA (Philippines)