



☎ 054-734-2034
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📍 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-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)