






Ariel Cupas

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 Carson A, Damac Hills,
Dubai, U.A.E.

WORK EXPERIENCE

Statistical Researcher/ Enumerator **February 2024 - July 2024**
Philippines Statistic Authority Southern Leyte, Philippines

Duties and Responsibilities:

- Conduct interviews with individuals to collect census data.
- Follow census procedures and protocols in collecting and recording data.
- Verify data for accuracy and completeness.
- Ensure confidentiality and security of data.
- Conduct follow-up interviews as necessary to obtain missing or incomplete data.
- Answering phone and email queries of respondents.
- Utilize electronic devices to record data.
- Report any issues or concerns to the Census Supervisor.
- Work in an assigned geographical area, walking or driving to designated locations.
- Managing calendars to pass data on time.
- Be available to work a flexible schedule, including weekends and evenings, as required.

Position: Administrative Support Staff **Sept. 2023 to Feb. 2024,**
Pansaan Multi-Grade School, Maasin City
Southern Leyte, Philippines

Duties and Responsibilities:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate meetings
- Collate and distribute mail
- Prepare communications such as memos, emails, invoices, reports and other correspondence
- Write and edit communications, from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping

EDUCATION

Bachelor of Physical Education
Major in Physical Education
Visayas State University
May 2019 – August 2023

SKILLS

- Oral and Written Communication
- Computer literate
- MS Office (word & excel)
- Research
- Time Management

PERSONAL INFORMATION

Date of Birth : April 11, 1999
Civil Status : Single
Nationality : Filipino
Height : 163 cm
Weight : 80 kg.
Languages : English & Filipino
Visa Status : Visit Visa Expired
on 29th October 2024
Passport No. : P5492891C