



# FERDINAND A. FULO JR.

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King Faisal.  
Sharjah, UAE



## EDUCATION

BS in Tourism  
Bicol College, Daraga Albay  
2014 - 2018

## QUALIFICATION

- Excellent interpersonal skills, customer service
- Ability to work well with all levels of internal management and staff, as well as outside clients
- A highly organized and detailed-oriented office worker and administrator providing thorough and skillful administrative support
- Dedicated and focused, able to prioritize and complete multiple tasks and follow through to achieve project goals.

ADMINISTRATIVE ASSISTANT / HR ASSISTANT  
/ SECRETARY / RECEPTIONIST / BARISTA /  
CASHIER

## PROFILE

4 years' experienced. Well versed in all admins, hr and customer service with proven history of helping the team achieved success, exceeding company's targets and clients' business goals.

## PROFESSIONAL EXPERIENCE

### ADMIN ASSISTANT

(Online Tutorial & BPO Company)  
Gutz Online Communication Services  
January 2019 – December 2023

### Duties & Responsibilities:

- Provide administrative support to ensure efficient operation of the office.
- Handle and prioritize all outgoing and incoming correspondence, including mail, emails, and phone calls.
- Maintain and update office files, records, and databases.
- Coordinate with vendors and service providers to ensure smooth office operations.
- Assists with the organization and coordination office events and meetings.
- Communicating effectively with clients and responding to their requirements.
- Assisting Walk-in Clients
- Provide administrative support with data entry, document review and filling.
- Updating track records for both Gutz & Big Brew.
- Monitoring Payments for Supplier.
- Handling Monthly Expense Report
- Monitoring of the attendance for all Employees.
- Follow up status of the payment from Customer.

## KEY SKILLS

- Excellent in oral and written communication skills
- Proficient in MS office (Word / Excel / PowerPoint)
- Ability to Work Under Pressure
- Teamwork

## SEMINARS / TRAININGS

- On the Job Training  
2GO Travel  
(Bacolod-Cagayan-Iloilo) Manila  
Housekeeping, Food & Beverage, Front Desk,  
November 21,2017 – December 4,2017
- On the Job Training  
Sky  
Aviation Learning Center  
Human Resource Planner  
January 22,2018 – February 10, 2018
- Seminar Workshop on  
Philippine Airlines  
PAL Learning Center  
Duties & Responsibilities of  
Flight Attendant

## PERSONAL DATA

- Date of Birth: 16.12.1996
  - Age: 28
  - Gender: Male
  - Civil Status: Single
  - Nationality: Filipino
- Visa Status: Visit Visa

## REFERENCES

Shall be furnish upon request

## BARISTA / CASHIER

Big Brew

October 2021 - December 2023

### Duties & Responsibilities:

- Maintain compliance with company policies & procedures for food safety, sanitation, and quality.
- Set and enforce performance and services standards to keep consistent high-quality environment devoted to customer satisfaction.
- Works with Purchasing to ensure punctual delivery of stocks & supplies.
- Prepares required reports and other paper works.
- Make & serves beverages such as coffee, tea & specialty beverages.

## Ticketing Officer

Road to Trek Travel

Travel & Tour Agency

April 2019 – May 2019

### Duties & Responsibilities:

- Monitoring in and out of the guest
- Answering questions and travel arrangements such as routes and time schedules.
- Responsible for providing customers with information on services, fares, assisting with the bookings.