

KENT JUSTINE SURABASQUEZ

Contact No: 0588657633

Email: kentjustine00@gmail.com

Dubai, United Arab Emirates

OBJECTIVES

Dedicated and results-driven professional, seeking a challenging role within a respected organization that will allow me to utilize my potential to the fullest. And to be able to acquire new skills and broaden my knowledge in a multi-cultural work environment.

PROFILE

- Proactive and adaptable professional with a background in Office Administration, committed to continuous improvement through training and dedicated to working hard in any field.
- Bachelor's degree in Accountancy from a distinguished university in the Philippines
- Proficient in Microsoft Office (Outlook, Word, Excel & PowerPoint)
- Adept at developing administrative process to improve efficiency, accuracy to achieve organizational objectives.
- Dependable and hardworking professional who has an unquenchable thirst of for learning
- Ability to multitask effectively and to work with multiple stakeholders in a fast-paced environment.

PROFESSIONAL EXPERIENCE

Department of Labor & Employment

Philippine Government Office

Cagayan de Oro City, Philippines

OFFICE ADMIN/DATA ENCODER

June 2020 to September 2023

- Carried out clerical duties such as answering phone calls, responding emails and preparing documents, memos and presentations.
- Coordinated and managed appointments, meetings and conference schedule to avoid duplicate meetings.
- Effectively maintained and managed the organization's database.
- Collaborated with various departments to input, retrieve and update database information.
- Demonstrated a high level of attention to detail in data entry and validation.
- Developed and implemented data entry procedures to streamline process.
- Contributed to the timely generation of reports and statistics.
- Assisted in the development of data management policies and protocols ensuring data integrity and compliance.
- Maintained a high level of confidentiality when handling sensitive and confidential data

SKILL SET

- Adaptable and eager to undergo training to learn job requirements
- Skilled in problem-solving, product knowledge, and adapting to dynamic environments, with strong time management and attention to detail.
- Strong organizational skills, ensuring products are displayed neatly and attractively.
- Manage daily schedules to meet practice goals and coordinate with staff for effective communication and smooth workflow.
- Capable of generating comprehensive accounting reports, meeting time-sensitive deadlines, and demonstrating exceptional multitasking abilities in a dynamic work environment.
- Oversee comprehensive patient services, including scheduling, maintaining records, and optimizing office efficiency.
- Ensure patient satisfaction through personalized care and seamless coordination of appointments.
- Proficient in managing office supplies, troubleshooting equipment, and maintaining confidentiality in handling sensitive information. Adept at multitasking, organizing office spaces, and proficiently managing paperwork with keen attention to detail.
- Excellent attention to detail, organized and with a methodical approach to administration and record keeping.
- Strong interpersonal skills and build relationships with colleagues and vendors.
- Multitasking and proactive
- Experience with technology and software.

EDUCATION

- Bachelor of Science in Accountancy
- May, 2019
- St. Paul University, Surigao City, Philippines

PERSONAL DETAILS

- Date of Birth: 3rd January 1999
- Sex: Male
- Religion: Roman Catholic
- Civil Status: Single
- Citizenship: Filipino

- Non-Smoker
- Willing To Travel and Undergo Intensive Training
- Ready to Assume New Responsibility in a week