**NINNA RICCI B. QUINTANA**
Lower Lipata, Minglanilla, Cebu 6046
📧 ninnaricci00@gmail.com | 📞 0999 541 0915 |

**PROFESSIONAL SUMMARY**

Highly motivated and detail-oriented Administrative Professional with solid experience in office coordination, records management, scheduling, and customer service. Skilled in supporting day-to-day operations, managing confidential information, and maintaining accuracy in documentation and reporting. Recognized for strong organizational abilities, multitasking effectively under pressure, and adapting seamlessly to different office environments.

Dedicated to continuous growth and learning with a goal of contributing to efficient, well-organized, and people-focused workplaces.

**CORE COMPETENCIES**

 Office & Administrative Support

 Calendar & Meeting Coordination

 Records & File Management

 Data Entry & Document Preparation

 Customer Service & Front Desk Support

 Basic Bookkeeping & Accounting

 Staff Scheduling & Travel Coordination

 Microsoft Office Suite & Google Workspace

 Communication & Interpersonal Skills

 Appointment Setting & Follow-ups

**PROFESSIONAL EXPERIENCE**

**Administrative Officer**

* Oversaw day-to-day office operations and supported team functions for smooth workflow.
* Managed schedules, coordinated meetings, and prepared internal reports.
* Handled HR-related administrative tasks such as onboarding and leave tracking.
* Assisted in procurement and inventory processes while ensuring documentation accuracy.
* Maintained physical and electronic filing systems, correspondence, and compliance-related records.

**Accounts Officer / Account Information Specialist**
Philippine Health Insurance Corporation

* Verified and updated employer records for accuracy and compliance.
* Coordinated with employers to reconcile accounts and validate payment records.
* Monitored contributions and billing compliance; prepared legal documentation for delinquent accounts.
* Facilitated employer enrollment in the online payment system and submitted regular reports.

**Administrative Assistant**

* Provided clerical and admin support including scheduling, documentation, and communication tasks.
* Supported office processes such as data entry, meeting preparation, and file organization.
* Assisted in customer inquiries and routine internal coordination.

**Accounting Clerk**
7th Field Accounting Unit, ASPA, Camp Lapulapu

* Handled processing and validation of travel, PO, and other financial documents.
* Reviewed and prepared abstract of disbursements and vouchers for journal entries.
* Coordinated with the finance office to follow up on necessary documents.

**EDUCATION**

**University of San Carlos – Downtown Campus**
Bachelor of Science in Management Accounting, 2018

**St. Mary’s Academy of Dalaguete**
High School Diploma, 2015

**Boljoon Central School**
Elementary Graduate – Salutatorian, 2011

**TOOLS & SOFTWARE PROFICIENCY**

* Microsoft Office: Word, Excel, PowerPoint, Outlook
* Google Workspace: Docs, Sheets, Slides, Gmail
* Communication Tools: Zoom, Slack, Microsoft Teams
* Project Tools: Trello
* Social Media Platforms: Facebook, LinkedIn

**TRAININGS & SEMINARS**

* SAP Business One
* USC JPIA Accountancy Convention – 2016
* 3rd Accountancy Trail Convention – 2017
* 4th Accountancy Trail Convention – 2018
* Values Training – 2024
* Presentation Skills Training – 2024
* Office Administration Training – 2025
* 5s+6s Training – 2025
* Interpersonal & Client Effectiveness Training – 2025
* Completed Staff Work Training – 2025

**REFERENCES**

Era Fatima Hatamosa

Social Insurance Assistant