## OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.



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**OHN PATRICK LABADIA 1990542No. 19905421990542**

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# WORK EXPERIENCE

## AL Shaab Group(*NAPCO*)

**Admin Assistant/Data entry** (June 2015 – June 2016)

P.o. Box 2666 Al Muthana Complex Office no.10

Salwa Rd. Doha, Qatar

### Duties and Responsibilities:

* Organizing files and collecting data to be entered into the computer.
* Analyzing the data for errors.
* Reporting problems with the data.
* Accurately entering information into various computer programs.
* Keeping sensitive customer or company information confidential.
* Document Filling.
* Answering phone calls.

**CHILI’S Restaurant** (Saleh Bin Lahej Group)

(April 2013 – June 2014)

Ground Floor, Saleh Bin Lahej Building Al Garhoud, Deira

P.O. Box 1443 Dubai, United Arab Emirates

### Duties and Responsibilities:

* Ensures guests are seated at a clean, properly set table within the shortest amount of time possible.
* Maintains a positive attitude, with a genuine and welcoming smile for each guest and team member.
* Maintains cleanliness of restrooms, perimeters of building, and parking lot.
* Checks cleanliness of islands from the previous shift and notifies manager of any problems. Restocks and prepares supplies for shift change and/or close.

## International Data Conversion Solutions Inc.

## Encoder cum Biller (May 2010– October 2012)

Summit 1 Office Tower, Shaw Boulevard,

Mandaluyong City, Philippines

### Duties and Responsibilities:

* Prioritize and perform data entry clerical duties in an organized manner.
* Process paperwork and enter data in appropriate databases.
* Enter and process data relating to customer balances.
* Process customer orders and communicate date to the appropriate department.
* Process data relating to customer inquiries and communicate to the appropriate personnel.

**HRD (S) PTE LTD.**

## Office Assistant – CAD Dept.(Dec 2007 – May 2009)

Rosario, Cavite

### Duties and Responsibilities:

* Check the date and control numbers of a house plan.
* Prepare the papers and data’s needed to put in computers.
* Monitor and prepare the plans needed to send for the next day.

### AREA of EXPERTISE

* Articulate and effective in working with people of different nationalities and temperaments.
* Intermediate command in oral and written English communication.
* Intermediate knowledge in Microsoft Office applications.
* Mechanical aptitude and excellent hand-eye coordination’s
* Proactive; works harmoniously with team members to deliver required work.

### EDUCATIONAL BACKGROUND

Tertiary Far Eastern University

2005 - 2007 Morayta, Manila

BS Commerce Major in Tourism Management Undergraduate

### PERSONAL INFORMATION

Date of Birth: July 30, 1987 Civil Status: Single

Citizenship: Filipino

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| **John Patrick Labadia– CV No. 1990542**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |