**KEVIN**

**C/o- +971505891826**

*Kevin.378369@2freemail.com*

*Visa Status: Employment (Transferable)*

*\*\*can start immediately*



**OBJECTIVE**

Seeking a position that best suits my qualifications and widens my experience in order to contribute to the progress of a leading company.

**HIGLIGHTS OF QUALIFICATIONS**

* Graduated of Associate in Computer Science - Diploma
* 2 ½ years as Administrative Assistant in UAE
* 2 years in Customer Service Industry (BPO)
* Performing PRO tasks (Visa processing of Employee’s, Passport renewal, follow ups, etc.)
* Hands-on experience in organizing meetings, coordinating with Employee’s and maintaining the Manager’s calendar.
* Knowledgeable of relevant software computer applications *(****MS Offices, HTML &*** ***Troubleshooting***) andequipment’s.
* Exceptional telephone personality, able to build rapport with every caller and understands a variety of accent
* Known as a passionate person who is willing to accept new challenges.

**PROFESSIONAL EXPERIENCES**

*August 8, 2015 – Present*



**Four Corners Cost Control & Risk Management LLC *(Legal Translation Co.)***

**Jumeirah 1, Almina Road, Dubai Real Estate Centre**

***Duties & Responsibilities:***

* Reports directly to the Manager’s office
* Liaise with the Client (Law firm) with regards to inquiries
* Manages and maintains budgets, as well as invoicing for translated documents
* Sending of Documents to concerned Authority for stamping, if required
* Preparing letters, memos and e-mails correspondences & Sorting out of Translated Documents to specific Client to be delivered
* Attends meetings, takes minutes and keep notes
* Performing the PRO tasks such as Employee’s visa processing, Passport renewal, etc.
* Books rooms and conference facilities
* Arranges both in-house and external events.



March 2013 - June 2015

**STARTEK Philippines *(Comcast Account XFINITY)***

**Startek, Eton Cyberpod, Ortigas, Philippines**

***Duties & Responsibilities:***

* Receiving Incoming calls *(overseas)* and process information in response to inquiries, concerns and requests about the products & services *(i.e. Digital Cable TV, Internet and* *Home Phone | XFINITY)*
* Report to Team leader
* Convincing Customers for a new service and make sales after resolving their service issues
* Follow ups and make scheduled for a call backs to customers when necessary
* Coordinates to the team member to reach the sales quota of the team / individual in every shift

 July 2012 – January 2013 **Micro Pacific Technologies & Systems Corporation**

**Arnaiz Avenue, Legazpi Village, Makati, Philippines**

***Duties & Responsibilities:***

* Attends telephone calls and route to appropriate employee.
* Greet visitors who are entering the establishment
* Create & modify documents using Microsoft Office
* Performs general clerical duties includes: Photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system.

|  |  |
| --- | --- |
| **EDUCATIONAL ATTAINMENT:** |  |
| **COLLEGE:** |  | **Megabyte College of Science and Technology** |
|  |  | **Graduated of Associate in Computer Science** (2010– |
|  |  | 2012) |
|  |  | *Pampanga, Philippines* |
| **HIGHER SECONDARY:** | **Lamon Bay School of Fisheries** (2005-2009) |
|  |  | *Gumaca, Philippines* |
| **PRIMARY:** | **Roosevelt Elementary School** (1999-2005) |
|  |  | *Gumaca, Philippines* |

|  |  |  |
| --- | --- | --- |
| **SEMINARS/ TRAINING ATTENDED:** |  |  |
| November 2011 | Focused Web Crawling for E-Learning Content |
|  |  | *SMX* Convention Center - Philippines |
| September 2011 | *HOW:* Computer Troubleshooting |
|  |  | Megabyte College of Science and Technology - |
|  |  | Philippines |

|  |  |  |
| --- | --- | --- |
| **PERSONAL INFORMATION:** |  |  |
| NATIONALITY: | Filipino *(Philippines)* |
| BIRTHDAY: | November 8, 1992 |
| MARITAL STATUS: | Single |
| LANGUAGE: | Filipino (Mother Language) & English (Write |
|  |  | & Speak) |
| RELIGION: | Roman Catholic |