

# JOEFFREY INDUCTA

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Mobile no: **+974 3995 5090**

Doha, Qatar



## OBJECTIVE :

To secure a responsible position where I can contribute my skills and grow professionally. Motivated individual seeking a role that allows career growth and continuous learning. To join a reputable company where I can add value through dedication and teamwork.

## PERSONAL DATA :

Age: **29 years old**

Date of Birth: **02 August 1996**

Nationality: **Filipino**

Civil Status: **Single**

Height: **5"11**

## EDUCATION :

### Tertiary Education

2017 - Chrisville Institute - **GRADUATED HOTEL AND RESTAURANT SERVICES**

### Secondary Education

2013 - San Pablo City NHS

### Primary Education

2008 - Grace and Truth School

## SKILLS :

- \* Office Administration
- \* Document Preparation
- \* Data Entry & Filing Systems
- \* Customer Service & Reception
- \* Microsoft Office Suite (Word, Excel, Outlook, Powerpoint)
- \* Time Management & Organization
- \* Calendar & Schedule Management

## WORK EXPERIENCES :

### ADMIN STAFF

#### **Salt Qatar - END CONTRACT**

**Jan 2022 - Sep 2025**

- \* Supported data entry and report generation for department managers
- \* Answer and direct phone calls and emails in a professional manner
- \* Prepare and edit documents, reports, and presentations
- \* Maintain organized filing systems and for paper and electronic records
- \* Assisted in maintaining office inventory and supply levels
- \* Manage calendars, schedule meetings and coordinate travel for senior staff

### RECEPTIONIST/ADMIN

#### **El Coco Grande Hotel and Resort**

**Dec 2018 - Jan 2022**

- \* Greet and assist visitors, ensuring a professional and welcoming environment
- \* Provided general administrative and clerical support to office staff
- \* Handled incoming/outgoing mail & deliveries
- \* Order office supplies
- \* Schedule meetings and prepared meeting materials
- \* Handling complaints in a professional manner
- \* Keeping reception area clean and organized