



KOJI NIEBLA SUZUKI

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EMPLOYMENT HISTORY

SUMMARY

An adaptable, enthusiastic, and inquisitive individual who specializes in administrative support, customer service, and data entry. Has excellent communication skills and strong attention to detail. Reliable and active team player who can also work independently.

PERSONAL BACKGROUND

BIRTH DATE:
MAY 13, 1997

GENDER:
MALE

NATIONALITY:
FILIPINO

CIVIL STATUS:
SINGLE

EDUCATION

**BICOL
UNIVERSITY**
Albay, Philippines

**Bachelor of Science
in Business
Administration
Major in Human
Resource
Development
Management**
2015 - 2019

REYADA HOME HEALTH CARE SERVICES / G42 HEALTHCARE

POSITION: Data Entry Clerk / Administrative Assistant

Abu Dhabi, UAE

October 2021 – September 2022

Duties and Responsibilities:

- ⌘ Checked and replenished the consumables and IT sets needed for the assigned missions in G42 Healthcare/Biogenix Labs.
- ⌘ Encoded data into the G42 Clinics system and ensured accurate compilation, organization, and verification of data
- ⌘ Created various reports and ensured all data is tallied, orders and requests were properly registered, and there were no discrepancies.
- ⌘ Answered inquiries and resolved the issues of clients in-person or over phone calls.

AL BORG DIAGNOSTICS LABORATORIES

POSITION: Data Entry Operator

Abu Dhabi, UAE

December 2021 – August 2022

PIONEER MEDICAL SERVICES

POSITION: Data Entry Encoder

Abu Dhabi, UAE

June 2021 – September 2021

SUKKAR DOSE SWEETS CAFÉ

POSITION: Café Attendant/Foreign Pastry Maker

Abu Dhabi, UAE

June 2019 – June 2021

Duties and Responsibilities:

- ⌘ Checked and managed the inventory and stocks.
- ⌘ Audit of cash, and made the sales report, and delivery report.
- ⌘ Completed customer transactions (Operated cash registers, accepted payments and prepared sales invoices).
- ⌘ Contacted and responded to food delivery companies (Talabat, Zomato, Deliveroo) in regards with inquiries, shop schedules, customer complains/commendations, and other transactions.
- ⌘ Provided excellent customer service in serving various food and beverage items to customers, answered customer queries, and resolved customer complaints.