

**Abubakar S. Sinsuat**

Bright Zone Stationery Building, Sheikhha Fatima Bint Mubarak St.  
Abu Dhabi, United Arab Emirates.

E-mail ID: [absincewhat2019@gmail.com](mailto:absincewhat2019@gmail.com)

Mobile: +971 50 3359079

**CAREER OBJECTIVE**

To work in a reputable company where my education and experience can be utilize to my mutual benefits and that will also enhance my technical skills as well as my interpersonal skills for job efficiency, professional growth and career advancement.

---

**SKILLS/STRENGTHS:**

- Capability to meet deadlines and work under pressure.
  - Ability to work with minimal supervision.
  - Typing skills and competence with using common office systems and software.
  - Discretion and understanding the need for confidentiality.
  - Quick, creative & organized learning skills.
  - Has good communication skills both oral and written
  - Co-operative & listening skills.
- 

**WORK EXPERIENCE****Volunteer Personnel / Encoder**

Under Department of Health / Relief International  
South Cotabato Province, Philippines  
Dec. 2021 – June 2022

**Responsibilities:**

- Provide excellent customer service to a patients who are coming to vaccination sites.
- Assist with physical set up vaccination clinic and preparation of materials needed for vaccine administration.
- Greet and escort patients into vaccination clinic and / or direct to open stations.
- Assist nurses or vaccinators by bringing medical supplies , transporting vaccine and escorting patients after vaccination.
- Encoding outputs using DVAS mobile application.

**Quality Control Inspector**

GENPACK CORPORATION , Can Manufacturing  
General Santos City, Philippines  
July 2019 – June 30 , 2020

**Responsibilities:**

- Monitoring operations to ensure that they meet production standards.
- Recommending adjustment to the assembly or production process.
- Inspecting, testing, or measuring materials or products being produced.
- Measuring products with rulers, calipers, gauges, or micrometers.
- Operating electronic inspection equipment and software.
- Accepting or rejecting finished items.
- Removing all products and materials that fail to meet specifications.
- Reporting inspection and testing data such as grades, moisture content and quantities inspected.

## **Service Crew and Cashier**

Jollibee Drive Thru  
Koronadal City, Philippines  
June 2018 – June 2019

### **Responsibilities:**

- Taking orders accurately and efficiently.
- Prepares and packages items for delivery to the drive-thru and carryout customers.
- Provides exemplary customer service in a manner that exceeds customer expectations to encourage return business.
- Showed diligence in handling sensitive tasks.

---

## **EDUCATIONAL BACKGROUND:**

### **Bachelor of Science in Office Administration**

#### **STI College**

Koronadal City, PHILIPPINES  
Year Graduated - 2018

---

## **PERSONAL PROFILE:**

Date of Birth : 10-June-1997  
Nationality : Filipino  
Marital Status : Single  
Visa Status : Tourist Visa

---

## **SEMINAR/TRAININGS ATTENDED**

1. Making A point (MAP) : STI College Koronadal City, Philippines - 2014
2. Self-Development (SD) : STI College Koronadal City, Philippines - 2015
3. Etiquette for Modern Students (EMS) : STI College Koronadal City ,Philippines - 2016