

Kenneth S. Caisip



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Abu Dhabi, UAE

Highlights

- Exceptional Customer Service
- Process implementation
- Staff leadership and development
- Employees performance improvement
- Proficient in Microsoft Office Applications

Education

BACHELOR OF SCIENCE: BUSINESS
ADMINISTRATION Major in HOTEL AND
RESTAURANT MANAGEMENT –
Undergraduate yr. 2012
SAN SEBASTIAN COLLEGE – Recoletos
de Cavite, Calabarzon, Philippines

BACHELOR OF SCIENCE: BUSINESS
ADMINISTRATION Major in FINANCIAL
MANAGEMENT – Undergraduate yr.
2011
SAN SEBASTIAN COLLEGE – Recoletos
de Cavite, Calabarzon, Philippines

Summary

Skilled Administrative Coordinator and Sales Professional adept at increasing work process efficiency and profitability through functional and technical analysis. Successful at advising corporations, small businesses, and individual clients. Areas of expertise include office management, employee relations, and safety management.

Experience

ADMINISTRATOR/COORDINATOR - 01/2021 to 07/2023,
FOUR ACES SKILLS CENTER INC., Cavite, Philippines

FLORIST/EVENTS COORDINATOR - 03/2019 to 09/2020
FREELANCER, Cavite, Philippines.

SALES COORDINATOR - 09/2017 to 01/2019
VILLAGE GOURMET INC, Las Pinas, Philippines

PROMODISER/MERCHANDISER - 02/2016 to 08/2017
PROCTER & GAMBLE PHILIPPINES, Makati, Philippines

FACTORY/PRODUCTION OPERATOR - 01/2013 to
12/2015
ROSARIO FASTENERS CORP, Cavite, Philippines.

Certifications

OCCUPATIONAL SAFETY & HEALTH AWARENESS -
Cavite, Philippines.

Personal Background

GENDER: Male
NATIONALITY: Filipino/Philippines
CIVIL STATUS: Single
VISA STATUS: Visit/Tourist (Expiry: November 19, 2023)