

JOSEPH PONCE DE LEON

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CAREER OBJECTIVE

Dynamic and adaptable professional with a degree in Business Administration and over six years of experience in administrative and customer-facing roles, including healthcare services. Seeking to contribute my strong communication, organizational, and problem-solving skills to a reputable company in the UAE. Proven ability to thrive in fast-paced, multicultural environments across healthcare, hospitality, administration, logistics, telesales, and customer service. Committed to delivering efficient support and exceptional service that align with business goals and client satisfaction.

WORK EXPERIENCE

PHARMACY CLERK

South Cotabato Provincial Hospital

July 2019 - April 2025

- Oversaw daily administrative and operational functions of the pharmacy department.
- Managed staff scheduling, departmental documentation, and inter-departmental coordination.
- Implemented safety procedures and preventive health measures.
- Maintained inventory of medical supplies and coordinated procurement logistics.
- Collaborated with healthcare teams to streamline operations and ensure accurate medication dispensing.

FINANCE INTERN (ON-THE-JOB TRAINING)

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS – PHILIPPINES

2018

- Completed 450 hours of internship as part of degree requirements.
- Assisted in the preparation of financial assessments and reports for executive meetings.
- Handled inter-departmental document processing and supported finance operations.

EDUCATION

Bachelor of Science in Business Administration
Major in Financial Management

Notre Dame of Marbel University, 2013 - 2018

CERTIFICATIONS

National Certificate III in Pharmacy Services
Technical Education and Skills Development Authority (TESDA)
Valid: 2023 – 2028

SKILLS

- Office Administration & Document Management
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- CRM, POS & Call Center Systems
- Medical Inventory & Supply Chain Coordination
- Data Entry & Basic Financial Reporting
- Scheduling Tools & Email Platforms
- Healthcare Safety Protocols