



JOSEPH PONCE DE LEON

Administrative Assistant

CONTACT

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- Al Jafiliya 31 Street, Dubai, UAE

SKILLS

- Administrative & Office Support
- Microsoft Office (Excel, Word, Outlook)
- Technical Proficiency
- Customer Service and Cash Handling
- Problem Solving
- Inventory & Supply Coordination
- Time Management | Document Control | CRM Tools

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Hiligaynon (Native)

EDUCATION

- 2013 - 2018**
NOTRE DAME OF MARBEL UNIVERSITY
Bachelor of Science in Business Administration
major in Financial Management
- 2009 - 2013**
NOTRE DAME OF LAMBA
High School Diploma
- 2008 - 2009**
KORONADAL CENTRAL ELEM. SCHOOL II
Primary School Diploma

PERSONAL PROFILE

Dedicated and detail-oriented Administrative Assistant with 6+ years of experience in healthcare and banking sectors in the Philippines. Now based in the UAE and seeking opportunities for career growth in administrative, customer service, or banking roles. Skilled in office coordination, records management, customer interaction, and clerical support. Committed to delivering high-quality service and adapting quickly to new environments.

WORK EXPERIENCE

- ADMINISTRATIVE ASSISTANT | 2019 - 2025**
South Cotabato Provincial Hospital, Philippines
 - 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 medical dispensing.
- BANK TELLER / CUSTOMER SERVICE ASSOCIATE | 2018 - 2019**
Security Bank, Koronadal City, Philippines
 - Provided front-line service for deposits, withdrawals, and account inquiries.
 - Ensured cash drawer balancing and accurate daily transactions.
 - Delivered consistent customer support and promoted bank services.
- ON THE JOB TRAINING | 2017 - 2018**
Department of Public Works and Highways
 - Completed 450 hours of clerical support training.
 - Assisted in filing, document routing, data entry, and finance coordination.