

JOHN KIEN C. VIRTUDAZO

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OBJECTIVE: *"Detail-oriented and organized professional seeking an Administrative Aide position. With strong multitasking, communication, and office management skills, Eager to contribute efficient operations and provide reliable support to the organization."*

JOB EXPERIENCES:

- **November 1, 2024 to December 31, 2024 @ DOLE – Municipality of San Juan**

Municipal GIP

- ❖ Initiate, review, and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation and assessment of real properties for taxation purposes.
- ❖ Establish a systematic method of real property assessment;
- ❖ Conduct frequent physical surveys to verify and determine whether or real properties within the municipality are properly listed in the assessment rolls.
- ❖ Issue, upon request of any interested party, certified copies of assessment records of real property and all other records relative to its assessment, upon payment of a service charge or fee to the treasury
- ❖ Exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the local government unit concerned
- ❖ Prepare schedule of the fair market value for the different classes of real properties in accordance with Title Two, Book II of this Code.
- ❖ Exercise such other tasks and performs such other duties and functions as may be prescribed by senior personnel.

➤ **July 1, 2024 to September 30, 2024 @ Philippine Statistics Authority**

Enumerator

- ❖ Engaging in personal visits to the residences of citizens in order to conduct in-depth interviews, gather essential demographic information, and ensure accurate data collection for statistical purposes.
- ❖ Designing and preparing survey forms or collaborating with pre-established survey templates to systematically collect comprehensive census data and ensure accuracy in information gathering.
- ❖ Conducting extensive and thorough visual surveys of areas covered during the census procedure
- ❖ Participate in the comprehensive training workshop and meetings for Enumerators
- ❖ Thoroughly reviewing and editing census data information for uploading to ensure data accuracy, completeness, and compliance with data collection standards.
- ❖ Asking the questions clearly and accurately, ensuring proper phrasing to elicit precise and reliable responses from participants.
- ❖ Diligently recording and documenting the responses provided by respondents with utmost accuracy, ensuring that all information is captured correctly for further analysis.
- ❖ Carefully reviewing each response to ensure it is complete, clear, logical, and consistent with other answers, verifying that all data aligns and meets quality standards for accuracy and coherence.

➤ **September 13, 2023 to November 4, 2023 @ Vismotor Corporation – San Juan (Cabalian) Branch**

Sales Advisor

- ❖ Attends customer concerns and queries on motorcycles including but not limited to inventory, sales transaction and after sales concerns, promotions and pricing.
- ❖ Executes company controls including but not limited to proper documentations of the inventory movements (receiving of units, releasing of units, transfers of units and inventory adjustments of motorcycle units)
- ❖ Executes company's standard operating procedures
- ❖ Build customer rapport through product and process knowledge maintaining quality customer service
- ❖ Custodian for all motorcycle units and freebies in the branch location (system and actual)
- ❖ Performs daily, weekly and monthly inventory reconciliation for all motorcycle units and freebies in the branch location

- ❖ Submits branch unit inventory and sales reportorial and suggest fast moving inventories for ordering, and other reports required by the management
- ❖ Performs Pre-Delivery Inspection to units in the absence of the Mechanic/Service Advisor
- ❖ Performs other tasks and projects as required by the management ad hoc task/projects related to the position.

EDUCATION:

- **2018-2023** - Tertiary Education @ Southern Leyte State University (Main Campus), Graduate of Bachelor of Science in Computer Engineering (BS-CPE)
- **2016-2018** - Secondary Education (Senior High School) @ San Juan National High School, Graduated with honor award.
- **2012-2026** – Secondary Education (Junior high School) @ Limasawa National High School, achieve Grade 10 with honor award.
- **2006-2012** –Primary Education @ Magallanes Elementary School, Grade 1-6.

SKILLS:

- Technical Skills: **Project Management, Information Security.**
- Computer Skills: **Microsoft Office/Tools, Computer Hardware & Software troubleshooting, Programming, Visual Design.**
- Oral & Written Communication Skills: **English and Filipino**

SEMINARS/WORKSHOPS/TRAININGS:

- ❖ July 1-5, 2024 (40 Hrs.) > **Census of Population and Community-Based Monitoring System (CBMS) Training**

ELIGIBILITY:

- ❖ **Civil Service Examination (Professional Eligibility) Rating of 83.5% (Taken Aug. 11, 2024 @ St. Joseph College, Maasin City)**

OTHER PERSONAL INFORMATION:

- ❖ Born: **October 19, 1999 at Tondo, Manila**
- ❖ Height: **1.64 meters**, Weight: **60 kgs.**
- ❖ TIN#: **631-858-253-00000**
- ❖ PhilHealth No. **13-251758665-3**
- ❖ SSS #: **06-4643895-5**
- ❖ HDMF(Pag-Ibig) #: **121325389715**

REFERENCES:

- **REV. JOHN C. RODRIGO**
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- **MR. JOSEPH MORADA**
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- **MRS. EMILY DAHILDAHIL**
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