

Jurgen G. Letada

CONTACT

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EDUCATION

Primary: **SUBANGDAKU ELEMENTARY SCHOOL** (2011 - 2012)

Secondary: **CABANCALAN NATIONAL HIGH SCHOOL** (2015 - 2016)

Senior High: **UNIVERSITY OF CEBU - BANILAD** (2017 - 2018)

SUMMARY

Pleasing personality and hard working person, with experience on how to use Quick Books Online also has an experience as a payroll tax support in a BPO company. Determination in doing the job and making growth.

SKILLS

- Can do multitasking
- Communication Skills
- Calendar Management
- Time Management

WORK EXPERIENCE

● Technical Support

Qualfon

- Managed CRM, giving troubleshooting steps to the customer to resolve their problem for their gadgets.
- Giving good service for them to feel better.

● PAYROLL TAX SUPPORT BACKEND TEAM.

Concentrix

- Manage CRM, correcting all the taxes with the correct mandated rate for all the Employees affect depending on the customer's request.
- Helping them to file their W2's and also correct it for them not to have a penalty. Guiding customers on how to use QuickBooks Online for them to easier find all the information they want to look for.