

CLIFTON KYLE L. DICO

CONTACT DETAILS

Telephone: (034) 709-8700
Mobile: +639569233088
WhatsApp: +639569233088
Skype: clifton.dico

Cliftonkyledico@gmail.com
Facebook.com/kingclipton48
LinkedIn: <https://www.linkedin.com/in/clifton-dico-697072272/>

No. 14 Lizares Avenue, Bgy. 36, Bacolod City Negros Occidental 6100 PH



PERSONAL PROFILE

I had been into the Airline industry wherein I learn and enhanced – customer service skills. And now with the government sector in upholding public interest.

AREAS OF EXPERTISE

- Customer Service
- Multitasking
- Leadership
- Time management
- Goal oriented
- Communication Skill
- Team player

REFERENCES

Mr. Cyche G. Hisona

Professor, University of St. La Salle
+63907462862

Mary Ann L. Borbon

Airport Operations Head, Bacolod Station
Ground Services Department – PAL Express
+639175943963

Zarah Mae A. Alegro

Focal Person, Philippine Statistics Authority
+639503036041

EDUCATION HISTORY

UNIVERSITY OF ST. LA SALLE

Bachelor of Science in Business Administration major in Operations Management, 2017

- The program prepares students for actual application of theories and exposes them to various business opportunities to develop their ability in handling management situations based on current trends and issues

WORK EXPERIENCE

ADMINISTRATIVE AIDE VI

PHILIPPINE HEALTH INSURANCE CORP – REGION VI | SEPT 2022 – PRESENT

Responsible for receiving and verifying accuracy and completeness of documents for PhilHealth Benefits and claims also to provide accurate deductions to all patients.

BACK OFFICE ANALYST

UBIQUITY GLOBAL SERVICES CORP. | JULY 2020 – JUNE 2022

Administrative and support personnel – doing finalization audits of a healthcare plan, running Reconciliation and GAP reports, Emails and solving Issues from the audits.

BIRTH REGISTRATION AGENT | MARCH 2022 – JULY 2022

FIELD STATISTICAL RESEARCHER | JANUARY 2022

ASSISTANT STATISTICIAN | AUGUST – OCTOBER 2021

FIELD SUPERVISOR | JANUARY 2020 – APRIL 2020

REGISTRATION OFFICER I | OCTOBER 2020 – DECEMBER 2020

PHILIPPINE STATISTICS AUTHORITY – NEGROS OCCIDENTAL

- Act as the Focal Person. Coordinate the conduct of mobile registration and other civil registration activities.
- Coordinates the activities of several enumerators, monitoring their work and resolves any problems arising during the fieldwork. Acts as the link between enumerators and the Census Office.
- Pays a courtesy call (together with the Supervisor) to the Punong Barangay or any barangay Official. Schedules the pre-registrant and encode the demographic data of the pre-registrant in the tablet. After completing the interview, reviews the encoded demographic data for the completeness and consistency of entries. Submits daily/monthly reports to the Pre-registration Supervisor.

Passenger Service Agent II & Load Controller

MACROASIA AIRPORT SERVICES CORP. | June 2017 – June 2019

- Servicing customers by performing meet and greets, check-in, aircraft boarding and deplaning, ticketing, baggage service, making boarding, deplaning and public announcements, providing connecting flight information and direction assistance, and handling unruly, upset, or angry passengers.