



JUSTINE ZYRA SENDIN

WORK EXPERIENCE

NEXTVAS INC

DECEMBER 2024 - NOVEMBER 2025

CUSTOMER SERVICE SPECIALIST

- Client facing specialist for telehealth sub organization.
- Scheduling Appointments-coordinated and manage appointment booking: confirm, reschedule, or cancel appointments as requested via phone or email. Ensure calendars are up to date and accurately reflect staff availability.
- Email Support- answer inquiries and general concerns through email. Provide accurate, clear and timely information to address questions and resolve concerns.

PERSONAL ASSISTANT

JULY 2022- DECEMBER 2023

FEBRUARY 2019-FEBRUARY 2021

- Manage and organize calendar, including scheduling meetings, appointment and events. Set reminders for important tasks, meetings and deadlines.
- Assist in prioritizing daily tasks and ensure deadlines are met.
- Run personal errands(e.g., shopping picking up dry cleaning, managing household appointments.
- Monitor and process expense reports, receipts, and reimbursements, and petty cash.

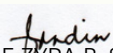
FUJITSU DIE-TECH PHILIPPINES

JANUARY-JULY 2022

DATA ENCODER (WAREHOUSE)

- Data Entry & Encoding- Encode product Information including item codes, descriptions quantities, serial/batch numbers, and expiration/manufacture dates.
- Prioritize encoding of near-expiry items and notify concerned departments for proper stock rotation (e.g., FIFO- FIRST IN, FIRST_OUT)
- Accurately encode all incoming and outgoing warehouse inventory using inventory management software or ERP system.
- Support warehouse operations by providing uploaded inventory information as needed.

I hereby acknowledge all the above information are true and correct .


JUSTINE ZYRA B. SENDIN
Applicant

 +639-993-826-9293

 jzyseno7@gmail.com

 Santa Rosa, Laguna, PH 4026

SKILLS

- Appointment Setter
- Data entry
- Customer Service
- Email/Chat Support
- Computer Literacy
- Client Facing Experience

SOFTWARE EXPERIENCE

- Google Workspace
- Scheduler
- Google Sheet, Excel and Calendar
- Canva for design
- Notion
- Amazon dialer
- ZOHO dialer
- Slack
- Zoho desk
- Chat GPT
- Cap cut for video editing

LANGUAGE

English
Tagalog

EDUCATION

BALIBAGO NATIONAL HIGH CHOOOL
High School Graduate SY 2009-2010