



Jessie Jehezkial Paol

PERSONAL DETAILS:

Nationality: Dutch
Birthplace: Eindhoven, The Netherlands
Birth date: 28-07-1994
Address: East-Hill Resort 38A, Caracasbaaiweg 258, Bottelier
Country: Curaçao
City: Willemstad

SKILLS:

- Adaptability
- Administrative Support
- Computer Skills
- Customer Service
- Microsoft Office
- Time Management
- Legal Knowledge
- Fast Learner
- Kindness
- Loyalty

LANGUAGES:

Dutch – Native Speaker
English – High Proficient
Spanish – Beginner level

SOCIAL LINKS:

Instagram:
@aspiritofmind
@financialfreedomwriter

CONTACT INFO:

Email address:
jessie.jehezkial@gmail.com
Phone number(s):
+599 9523 0578 only for calls
+316 3810 4853 only for WhatsApp

PROFESSIONAL SUMMARY:

Highly motivated professional seeking a remote administrative role to support dynamic teams and drive organizational success. Skilled in managing administrative tasks, scheduling, data entry, and customer service, with strong organizational and multitasking abilities. Proficient in MS Office, Google Workspace, and project management tools, ensuring efficient workflow. Committed to delivering high-quality work with excellent communication and problem-solving skills. Excited to thrive in a remote environment and enhance productivity from a distance.

EMPLOYMENT HISTORY:

Compliance Officer Tax Department Grant Thornton, Curaçao, Willemstad Jul 2023 – Jul 2024

To ensure compliance with regulatory standards, Grant Thornton conducts a thorough check of all new customers and companies. This includes scrutinizing documents and conducting checks such as World checks, Sec checks, and Internet searches. The objective is to verify the information's authenticity and mitigate the risk of legal or financial repercussions.

Guest Experience Agent Kontiki Luxury Suites, Curaçao, Willemstad Nov 2022 – May 2023

As a hostess, my duties include welcoming guests and guiding them to their suites while providing information about the suites and the surrounding area. I was also responsible for keeping track of guest records and handling requests for reservations at restaurants, among other things. Additionally, I oversaw the payment process and transfer cash register transactions after providing the services.

Administrative Assistant Chamber of Commerce, Eindhoven, Netherlands Oct 2021 – Aug 2022

Upon completion of Level 7 training, I acquired the necessary skill set to competently review digital applications from prospective entrepreneurs seeking registration with the Chamber of Commerce. My responsibilities also encompass conducting rigorous eligibility assessments of new clients, performing a range of administrative duties, and proficiently managing the filing of pertinent documentation.

Administrative Assistant Tax Authorities, Eindhoven, Netherlands May 2019- Dec 2020

Specialized training was provided to me by the Tax Authorities to effectively carry out responsibilities within the Inheritance and Gift Tax division. These responsibilities included examining confidential personal documents, wills, and submissions, and granting or denying them. Administrative duties and organizing records were also part of my job requirements. I also interacted with clients occasionally to address their concerns.

COURSES/TRAINING:

- ✓ AML/CFT Compliance for lawyers, notaries, accountants & tax advisors (2023 update), certificate of the training received
- ✓ Philosophy and Philosophy of Life, NHA Course, certificate of the course received
Aug 2020 - Nov 2022

EDUCATION:

- ✓ SUMMA-College, Legal Assistant Public Administration, MBO-BOL Level 4, graduated
Sep 2011 - Jun 2014
- ✓ Christiaan Huygen Olympia College (Care & Welfare), VMBO-Kader, graduated
Aug 2010 - Jun 2011