

SHAN GABRIEL ABENDAN



About Me

Ability to multi task and quickly adopt to changing priorities in a fast-paced environment.

Proactive self-starter who is dedicated, eager and driven to succeed.



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La Castellana Negros Occidental, Philippines

LANGUAGE

- English
- Filipino

SKILLS

- Accuracy and attention to details
- Data Entry
- Proficient in Microsoft 360 and Google work space
- Excellent in writing and communication skills
- Strong organizational and time management
- Canva
- Customer Service
- Microsoft Excel
- Google Spreadsheets
- Slack
- Verint

EXPERIENCE

Banking Operations & Documents

Review Team - Ubiquity Global

Philippines

January 2022- March 2023

I work as an back office agent before in Ubiquity Global Philippines Bacolod branch as an Banking Operations & Documents Review Team in Netspend. We review documents of the customers so that they can access their accounts or closed their accounts for personal reasons.

Engine Cadet / Trainee Engineer -

Marlow Navigation Philippines Inc.

April 2023 - February 2024

I was an apprentice in an international container vessel, I work as an Engine Cadet, I assist senior engineers on maintaining auxiliary machineries located on the vessel, I do Weekly and Monthly Reports, Data entry, and inventory.

EDUCATION


John B. Lacson Foundation Maritime University

Post Graduate of Bachelors in Science in Marine


Engineering

2018 - 2021

SKILLS SUMMARY

Data Entry  84%

Customer Service  74%

Accuracy and attention to details  87%

CURRENT WORK SET UP

- Private and quiet work space
- Wired fiber internet up to 20mbps
- Personal Laptop
- Noise canceling headset

LAPTOP SPECS

- Processor: AMD Ryzen 5 3550H with Radeon Vega Mobile Gfx 2.10 GHz
- Installed RAM: 8.00 GB (7.81 GB usable)
- System type: 64-bit operating system, x64-based processor
- Windows version: Windows 11
- Memory: 512gb SSD (317gb free)
- GPU: GTX 1050