



KURT JAYSON R. [REDACTED]
[REDACTED]
[REDACTED]

PROFILE

Motivated and detail-oriented professional with a strong background in payroll management.

After successfully managing payroll processes in a fast-paced work environment, I am now transitioning into a Virtual Assistant role, bringing with me a unique combination of administrative expertise and technical skills.

Proficient in a range of office tools and tech-driven solutions, I am excited to support busy entrepreneurs and professionals by offering services in administrative support, data management, and digital organization. With a keen eye for detail, excellent problem-solving abilities, and strong communication skills, I am committed to providing exceptional remote assistance.

EDUCATION

Bachelor of Science in Computer Science
[REDACTED]

2014 - 2018

EXPERIENCE

BILLING and PAYROLL STAFF to SUPERVISOR
[REDACTED]

May 2018 to March 2025

- Processed daily timekeeping
- Computed payroll of over 1,500 employees
- Ensures proper mandatory benefits
- Create invoices to the clients
- Answers employees' queries
- Communicate with client's concerns
- Collaborate with other department's head
- Monitor staffs' KPI
- Streamlining payroll operations

SKILLS

Administrative & Organizational Skills

- Payroll processing and management
- Document organization and data entry

Technical Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with some editing tools (Capcut, Canva, Photoshop)
- Comfortable with remote communication tools (Anydesk, MS Teams, Skype, Google meet)

Customer Service & Communication

- Excellent written and verbal communication skills
- Problem-solving and critical thinking skills

Time Management & Efficiency

- Adaptable to shifting demands and tight deadlines
- Self-motivated and able to work independently