



JOCEUGENE SARABOSING



Contact



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Skills

- Lead Generation
- Email Management
- Calendar Management
- CRM Management
- Data Entry
- Administrative Support



About Me

Organized and detail-oriented aspiring Virtual Assistant with skills in lead generation, email management, calendar management, CRM management, and data entry. Familiar with Close AI and interested in helping businesses keep their leads, schedules, and information organized.



Education

Digos City National high school

2023-2026

Work Experience

Lead Generation

- Identify and organize potential leads and maintain accurate lead information.

CRM Management — Close AI

- Manage contact details and lead records, track conversations, and keep CRM information organized.

Data Entry & Administrative Support

- Enter, update, and organize information carefully to support daily administrative tasks.