****RHEA

[RHEA.18699@2freemail.com](mailto:RHEA.18699@2freemail.com)

**OBJECTIVE**

*To attain any position available with a client and team oriented business that promotes my customer service aptitude while expanding company-wide knowledge to meet office oriented goals.*

**SUMMARY OF QUALIFICATIONS**

*Has a knowledge regarding Sales and Customer service as well Software and Troubleshooting issues on computers.*

**WORK EXPERIENCE**

*March 2015 – Present* ***Assistant Manager***

***Paperchase***

*Dubai, United Arab Emirates*

***RESPONSIBILITIES***

1. *Greeted and Determine customer needs and made recommendations, suggesting alternative choices to generate sales.*
2. *Offering sales and promotions.*
3. *Handling cash register and accepting credit/debit card payment*
4. *Receiving and scanning stock from warehouse.*
5. *Stocking, folding, replenishing, and displaying merchandise in the store.*

*July 2013 – January 2015* ***Insurance Underwriter/ Customer Service***

***Stronghold Insurance Company Inc.***

*Philippines*

1. *Greet visitors, customers and agents upon arrival in the office.*
2. *Provides customer information or explains services*
3. *Handle and resolve customer complaints*
4. *Studying various insurance proposals and calculating on how much premium has to be paid by individual or organization.*
5. *Mentioning the different conditions on the policies*
6. *Encoding and issuing insurance policy*
7. *Oversee endorsements and policy renewals.*
8. *Keeping full record of policies underwritten and decision made*
9. *Responsible for daily report and monthly production report.*

**SKILLS**

* *Multitasking capabilities.*
* *Excellent customer service skills*
* *Proven initiative and ability to work with minimal supervision.*
* *Time management*
* *Expert in Handling Sales and Customer service.*
* *Good team player and Multitasking capabilities.*
* *Excellent organizational and motivational skills*
* *Skilled in use of internet, software applications including PowerPoint, Word and knowledge of information technology.*

**EDUCATION**

*June 2009- March* 2013 **Notre Dame of Dadiangas University**

General Santos City, Philippines*Bachelor of Science in Information Technology*

**PERSONAL DATA**

Date of Birth: October 27, 1991

Status: Single

Gender: Female

Nationality: Filipino

Religion: Christian

Language: Tagalog, English

**REFERENCES**Provided upon request