OBJECTIVE

 Seeking a Customer Service Associate position in an environment where I can utilize my experience and my knowledge to add value to an organization.

CAREER HISTOR

* ***CUSTOMER ASSOCIATES***

**LBC EXPRESS –South Luzon Cavite (Tanza Sales Team)**

Tanza, Cavite Philippines

**July 01 – July 30, 2015**

* Prepares customer payments for processing by opening mail and following customer payment instructions.
* Based upon customer box instructions key remitter / maker check information.
* Processes exception items by keying customer invoice and or account number from customer financial documents.
* Maintains inventory of remittance processing supplies.
* Prepares outgoing documents for delivery to customer.
* Other related duties assigned as needed.
* Accepting packages from the customer.
* Accommodating customers’ inquiries.
* Accepting payments and make Invoices.
* Follow up all Inbound and Outbound shipments.
* ***OFFICE STAFF***

**PROVINCIAL YOUTH & SPORTS DEVELOPMENT OFFICE**

Cavite

**May 5, 2013 – June 15, 2014**

* Performs administrative and clerical duties to both staff and supervisors
* Managing and confirming Supervisors and Admin head’s monthly meetings
* Encode and file the necessary reports
* Manage all office supplies and files
* Handles phone calls (incoming & outgoing)

KEY COMPETENCIES AND SKILLS

* Strong communication and negotiation skills
* Detail oriented and works with a high degree of accuracy
* Ability to multitask
* Excellent data entry skills
* Great attention to detail
* Ability to following documented processing instructions
* Ability to work productively in a team environment

ACADEMIC QUALIFICATIONS

**COLLEGE :** ***Bachelor of Science in Information Technology***

**Cavite State University – Naic**

Cavite Philippines

**2008 – 2013**

**SECONDARY: Indang National High School**

Indang Cavite Philippines

**2004 – 2008**

**PRIMARY : Agus-os Elementary School**

Philippines

**1998 – 2004**

PERSONAL DATA

**Birth Date :** 31 October 1991

**Birth Place :**  Philippines

**Height :** 5’5”

**Weight :** 55kg

**Civil Status :** Single

**Religion :** Roman Catholic

 **Skills** : Driving, knowledge in Auto Mechanic.

 

**Gulfjobseeker.com CV No:** **1487598**