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**OBJECTIVE**

Seeking for challenges in the fields of work, to which I can be efficient in my abilities and competence as individual.

**PROFILE**

* Well versed knowledge on Microsoft Office Application such as Word, Excel, Power point
* Can easily adapt the new environment and willing to face new challenges
* Confident, fast learner and dedicated in performing duties and responsibilities with outstanding manner
* Versatile, can communicate and adjust easily different culture and nationalities
* Can work in minimum supervision

**EMPLOYMENT RECORD**

**Position : FRONT DESK CLERK**

**Company Name: PROVINCIAL GOVERNMENT OF CAMARINES SUR**

 **CAMARINES SUR WATERSPORTS COMPLEX**

**Inclusive dates : April 4,2009 – January 31, 2016**

**Duties and Responsibilities**

* To welcome the arriving guest
* Providing information service
* Receiving and processing reservations
* Filling of the arrival and departure register
* Answering phone for queries
* Dealing with complaints and handling
* Communication and coordination with other departments
* Perform other related duties as required

**ACADEMIC QUALIFICATIONS**

**BACHELOR OF SCIENCE IN AGRICULTURE – Major in Animal Science**

Camarines Sur State Agricultural College