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### OBJECTIVE:

To have a suited job where my acquired knowledge, abilities and skills will be used, and further enhanced for a much better service and learning.

**Other Skills:**

* Hardworking, dependable, responsible, trustworthy and willing to take commands
* Highly competitive, organized, discipline, and goal-oriented
* Communication and interpersonal skills
* Computer literacy: Microsoft Word, Microsoft PowerPoint and Microsoft Excel

**EMPLOYMENT RECORD:**

**COMPANY: STAR BUSINESS CENTER**

INCLUSIVE DATE: October 06, 2015 – up to present

POSITION: Receptionist cum Administrative Assistant

Duties and Responsibilities:

* Screen telephone calls and transfer these call as appropriate.
* Dealing with telephone and email enquiries.
* Provide general administrative support and projects as directed.
* Maintains confidentiality of documents and information received.
* Filing records and documents.

**COMPANY: TELETECH BPO**

INCLUSIVE DATE: October 12, 2012 – August 31, 2015

POSITION: Customer Service Representative 2

Duties and Responsibilities:

* Obtains client information by answering telephone calls; interviewing clients; verifying information
* Determines eligibility by comparing client information to requirements
* Establishes policies by entering client information
* Informs clients by explaining procedures; answering questions; providing information.
* Maintains communication equipment by reporting problems

**COMPANY: HRD (S) PTE., LTD.**

INCLUSIVE DATE: March 6, 2010 – September 5, 2010

POSITION: Office Assistant

Duties and Responsibilities:

* Inputs data, which may include lists, numbers, text, personal medical records or forms. This data may be either new or existing and is generally edited thoroughly.
* Responsible for reading, interpreting and inputting sales documents, bills, accounts payable and other such documentation.
* Compiling, sorting and verifying the information, as well as comparing it with previous documentation. Storing and/or filing the information is also vital in this role.

**COMPANY: SM Department Store**

INCLUSIVE DATE: February 6, 2005 – June 2, 2005

POSITION: Cashier / Accounts Assistant

**COMPANY: JFB Tech. Phils.**

INCLUSIVE DATE: July 2004 – January 2005

POSITION: Production Operator

**COMPANY: Mc Donalds**

INCLUSIVE DATE: February 20, 2004 – August 15, 2004

POSITION: Service Crew (Cashier)

**COMPANY: Jollibee Food Corp.**

INCLUSIVE DATE: August 3, 2003 – January 15, 2004

POSITION: Service Crew (Cashier)

**SEMINARS ATTENDED:**

ADVANCED AUTOCAD December 10, 2005

**EDUCATIONAL ATTAINTMENT:**

**Vocational: San Sebastian College - Recoletos**

SCHOOL YEAR: July 2009 – February 2010

COURSE: Care giver

**Vocational: San Sebastian College - Recoletos**

SCHOOL YEAR: 2005 - 2007

COURSE: Computer Technology

**College: San Sebastian College - Recoletos**

SCHOOL YEAR: 2002 - 2003

COURSE: Mass Communication (Undergraduate)

**PERSONAL DATA:**

GENDER: Female

RELIGION: Roman Catholic

DATE OF BIRTH: September 4, 1985

CIVIL STATUS: Single