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**Gulfjobseeker.com CV No:1562232**

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Career Objective:

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**Summary of Qualifications**

* Professional in character and appearance
* Professional, articulate, friendly, and punctual.
* Possesses and exhibits the drive to provide exceptional Member service
* Full time flexible hours are required (able to work days, nights, weekends, holidays).
* Must be able to work with less training, and with pressure,
* Hardworking and willing to learn new tasks and skills
* Proficient in different computer applications (MS Word, MS Excel, MS PowerPoint,)
* Well versed in Oral and Written Communication

**Employment history**

Ejadah Asset Management

Arkan Security Solution

Outsourcing Company

Receptionist/ Customer Service

February 14. 2013 to November 29, 2015

Location:

Mall of the Emirates

Paid Parking Controller

Duties and Responsibility

* Preparing Access card for the mall management and staff
* Operating the barriers for in and out the parking
* Answering customer complaints and needs
* Preparing weekly report using Microsoft excel
* Updating access cards

Roads and Transport Authority (RTA)

Receptionist/Customer Service

Duties and Responsibility

* Greet visitors warmly and make sure they are comfortable.
* Call persons waiting for visitor and book them a room to meet in.
* Schedule meetings and conference rooms.
* Coordinate mail flow in and out of office.
* Handle phone calls from people calling for inquiries.
* Hand out employee applications.
* Arrange appointments.
* Give visitors badges and direct them to where they can sign in.
* Collect and distribute parcels and other mail.
* Perform basic bookkeeping, filing, and clerical duties.

Philippine Experience

Orient Cold Storage Inc.

Pure foods department

Encoder / Secretary

Duties and Responsibility

* Encoding daily sales invoice
* Checking delivery papers
* Fallowed up pending orders from other company, and making monthly report.
* Controlling in and out product
* Monthly payroll

PERSONAL DATA:

Age: 27 yr.

Marital status: Single

Religion: Catholic

Language Dialect spoken: English, Tagalog

Training:

School: Pan pacific call center school.

Course: Finishing course for call center agent.

Status: Graduate /Diploma

Educational Back ground

School: Central Radio Electronic School.

Course: Computer Secretarial.

Status: Graduate/Diploma

Date Graduated: March 30, 2007