**First Name of Application CV No 1638180**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**Personal Details:**

Gender: Fe male

Status: Single

Date of Birth: June 11, 1987

Nationality: Filipino

Religion: Roman Catholic

**Career Objective:** To succeed in an environment of growth and excellence which I can earn a job that provides me satisfaction and self-development, and helps me to achieve my personal goals and professional skills in a dynamic and fast faced workplace.

**Educational Attainment:**

College: Bachelor of Secondary Education Major in English

Surigao State College of Technology, Surigao City, Philippines

June 2003 - March 2007 (Graduated)

Secondary: Siargao National College of Science & Technology

Del Carmen, Surigao Del Norte, Philippines

June 1998 - March 2003 (Graduated)

Elementary: Numancia Central Elemetary School

Del Carmen, Surigao Del Norte, Philippines

June 1992 - March 1998 (Graduated)

**Employment History:**

Job Title: **Office Assistant**

Name of Employer: **Maisaloon Cleaning Solutions, Abu Dhabi, U.A.E**

Start Date: **February 09, 2013 – March 25, 2016**

Work Objective:

 To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

Duties & Responsibilities:

* Assisting and serving refreshments to visitors and staffs.
* Maintain cleanliness and tidiness in all office premises.
* Doing errands for the management and staff, etc.
* Ensure the availability of all kitchen supplies at all times (i.e. soap, air freshener, tissue, coffee tea, sugar, etc.)
* Order food for guests/employees as requested.

Job Title: **Call Center Agent**

Name of Employer: **AEGIS, I.T Park, Cebu Cit y, Philippines**

Start Date: **April 2012 – June 2012**

Work Objective:

Intend to build a career at leading corporate of high-tech environment which committed & dedicated people, which helped me to explore myself & realized my potential. Willing to work as a key player in a challenging & creative environment.

Duties & Responsibilities:

• Attending phone calls of the customers.

• Anticipating problems & needs of the customers.

• Should be able to maintain the balance in between a customer’s requirements & business.

• Must be aware of sale s & marketing techniques.

• Able to handle calls in pressure environment.

• Be able to maintain confidentiality of the valuable information.

• Should be capable of handling issue s & complaints with providing solutions to the customers.

• Should be fully aware of information re late d to the product or service s of the organization.

• Possesses good efficiency in the transaction processing.

• Good interpersonal skills.

Job Title: **Teller Staff**

Name of Employer: **Ocean Fast Ferries, Incorporation, Cebu Cit y, Philippines**

Start Date: **April 2011 –March 2012**

Work Objective:

Received and pay out money. Keep re cords of money and negotiable instruments involved in

a financial institution's various transactions.

Duties & Responsibilities:

• Issuing tickets to the passengers.

• Receive s checks and cash.

• Validating and computing such financial stabilities of the customers.

• Arrange moneys receive d in cash boxes and coin dispensers according to denomination.

• Resolve problems or discrepancies concerning customers' accounts.

• Monitor bank vaults to ensure cash balances are correct.

• Order a supply of cash to meet daily needs.

• Receive and count daily inventories of cash, drafts, and travelers' checks.

• Compute financial fees, interest, and service charge s.

Job Title: **Customer Service Staff**

Name of Employer: **Ocean Fast Ferries, Incorporation, Cebu Cit y, Philippines**

Start Date: **November 2010 - March 2011**

Work Objective:

Serves customers by providing product and service information; resolving product and service problems.

Description of the Duties:

* Attracts potential customers by answering product and service questions; suggesting information about other products and service s.
* Opens customer accounts by re cording account information.
* Maintains customer re cords by updating account information.
* Re solve s product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure re solution..
* Recommends potential products or service s to management by collecting customer’s information and analyzing customer’s needs.
* Prepare s product or service reports by collecting and analyzing customer’s information.
* Contribute s to team effort by accomplishing related results as needed.

Job Title: **Municipal Librarian**

Name of Employer: **Local Government U nit –Del Carmen, Surigao Del Norte, Philippines**

Start Date: **April 2008 – July 2010**

Work Objective:

The Librarian is responsible for providing library and research service s for the organization and maintenance of the library and its collections.

Duties & Responsibilities:

• Manage the planning, administrative and budgetary functions of library and information service s.

• Provide effective access to library collections and resources.

• Maintain the organization of library materials.

• Provide library service s in response to the information needs of library users.

• Perform other related duties.

Skills: **Job Related, Adaptive, Transferable, Teamwork, Good Communication, Initiative, Flexible, Computer Literate.**