**JANINE**

***Career Objective***

To acquire a suitable position in an esteemed firm, that will utilize my skills, intelligence and experience for the company’s advancement as well as competence of profession.

***Work Experience***

1. **Mega Carpets FZE**(December 2014- Present)
	* + Receptionist cum Admin Assistant

DUTIES:

* Handle all incoming telephone calls and greet visitors upon arrival in the office.
* Welcome visitors and inform the managers accordingly.
* Take messages and direct calls to the appropriate person.
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via E-mail.
* Screen and answer calls and E-mails.
* Handle the tasks of distributing mails and preparing of daily outgoing mails.
* Perform filing of daily paper work and order office supplies as required.
* Responsible for sending, receiving and delivering fax messages.
* Preparing documents pertaining to the export shipment including ( Invoice and Packing List )
* Taking responsibility to call all couriers to ask for the rate to send the export shipment to the country.
* Maintain the In/Out log and perform all essential tasks as requested by the management.
* Taking responsible to release the passport for the employees.
* Responsible take all invoices from delivery and make a Goods Receivable Note (GRN).
1. **Call Center representative** (March 2013- Jan 2014)
	* + SYKES Asia Incorporated

DUTIES:

* Handles incoming and outgoing customer calls for a business.
* Handles customer complaints or support issues.
1. **Office Assistant** (July 2012- February 2013)
	* + Department of Labor & Employment
		+ Cebu, City

 DUTIES:

* Handles all incoming and outgoing communications (i.e. telephone, fax, and e-mails).
* Keeps and maintains filing system for the company letters and department memorandums.
* Responsible for the distribution of related documents to various concerned departments.
* Responsible for the preparation of all the business correspondence and other related documents.
* Accepts other responsibilities as maybe assigned by the immediate superior according to the need of the company.

***Educational Qualification***

* Bachelor of Science in Entrepreneurship
* March 2013 – Graduated

***Strengths***

* Excellent communications and interpersonal skills.
* Organized and detail oriented.
* Prioritizing tasks.
* Self- motivated and quick learner.
* Astute in handling secretarial Administrative functions.

***Languages***

* High Proficiency in English, Tagalog and Cebuano

***Skills & Capabilities***

* Literate in computer; high proficiency in MS office programs, internet and e-mails
* Excellent interpersonal skills
* Remarkable flexibility and skills to work in all areas.
* Uncommon enthusiasm, motivation and excellent team relationships.
* Sound knowledge of office etiquette and phone manners.
* Strong interpersonal and customer service skills.

***Trainings/ Seminars Attended***

* Practical Tips for Reaching your Target Prospects

Date: July 21, 2012

* Seminar On Business Ethics an Effective Responsibility

Date: August 25, 2012

* A Power Tool in Becoming an Effective Speaker

Date: November: 13, 2012

* Employability and Financial Literacy

Date: September 28, 2014

***Personal Information***

* Nationality : Filipino
* Date of Birth : August 29, 1991
* Marital Status : Single

**Job Seeker First Name / CV No: 1713438**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 