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**CAROLYN**

**CAROLYN.301118@2freemail.com**

**OBJECTIVE:**

To be associated with a respectable company in which I can use my knowledge, improve my skills and express my ideas in the field of work.

**EMPLOYMENT RECORD:**

**RECEPTIONIST / -** **Al Farah Human Resources Consultancy**

 **ADMINISTRATIVE STAFF** M3 Al Shalli Marine Bldg. Hor Al Anz East.

 Sharjah Rd. Dubai UAE

 July 1, 2014 – September 15, 2016

*Duties:* Ensuring to meet clients satisfaction

Handling Emailcorrespondence

 Answer telephone calls & give information to callers & take messages.

 Operate office equipment such as fax machine, copier, scanners & photo system. Use computer for excel, word processing, internet & other application.

 Assisting in preparing the interview schedule.

 Counter checking & preparing candidates documents before submitting to clients.

 Keeping tracks on candidate’s status – from visas issuances to joining of candidates to company and other concerns.

 Maintaining accounts to issue invoice to clients.

 Reporting to Director and assists him in any company matters.

**FRONTLINE ASSISTANT /TELLER - PETNET Inc. (Western Union)**

Legaspi Village Makati City Philippines 1229

 February 9, 2012 – May 15, 2014

*Duties:* Ensure Accuracy of every Western Union transactions

Responsible Clients Database Updates

 Responsible on promotion of company Added Value products

 Prepares Daily Reports and Cash Turnover

 Responsible to assigned tasks by immediate superior

 Maintain harmonious relationship with clients

**SALES ASSOCIATES - HOOLA ENTERPRISES**

Ortigas Quezon City Philippines 1110

 August 1, 2011-January 25, 2012

*Duties :* Assisting Customer with their inquiries and purchases

 Processing payment (cash or card)

 Maintaining Store Cleanliness

 Daily Stocks Inventory

 End of day

 Cash Sales Deposit

**ADMINISTRATIVE STAFF/ - SS CAÑETE ENTERPRISE (SHELL PHILIPPINES)**

**FORECOURT SUPERVISOR**  Almanza II Las Piñas Philippines 1740

 May 19, 2007 – July 11, 2011

*Duties :* Placing fuel orders, status and receiving deliveries

Assist forecourt transaction, technical problems and cashiering

 Handle crew applicants training and deployments

 Make forecourt crew schedule

 Handle credit cards transaction (posting, sorting and check payment)

 Direct report to the General Manager for company concerns

**EDUCATIONAL BACKGROUND:**

**COLLEGE** : Dr. Felimon C. Aguilar Memorial College

 Course : Bachelor of Business Administration

 : Major in Management

 Year Graduated : 2007

**SKILLS/ACHIEVEMENT:**

* Proficient in Microsoft Office Applications (Outlook,Word & Excel)
* Fast learner & Hardworking
* Professionalism, Managing Processes, Analyzing Information, Problem Solving

*I hereby declare that the information stated in the resume is true and correct.*