**KATRINA**

**KATRINA.331266@2freemail.com**

***Objectives:***

To be successful with well-established company that will provide opportunities for career advancement, compensation package commensurate to professional qualification and to climb the corporate ladder.

***Strength:***

* Ability to multitask and prioritize job responsibilities.
* Handle work pressure with ease and efficiency.
* Hardworking–Reliable– Highly Motivated.
* Fast Learner
* Trustworthy

**QUALIFICATION HIGHLIGHTS**

* With impeccable commercial awareness, flexibility and passion for any consigned tasks.
* Can handle any assigned task adeptly and complete unsupervised assignments thoroughly.
* Establishes trust and assurance with supervisors.
* Initiative, hardworking and with a deep sense of responsibility.

**WORK and EMPLOYMENT HISTORY**



**PC WORX**

**Admin Assistant**

*January 2014 –August 2016*

* Answer direct phone calls
* Organize and schedule meetings and appointments.
* Maintain Contact Listings
* Produce and distribute correspondence, memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filling system
* Order office supplies
* Submit and reconcile expense reports
* Provide general support to visitors.

**PC WORX**

**Receptionist**

*September 2013 - December 2014*

* Greet visitors appropriately.
* Answer and address incoming phone calls in a timely and polite manner.
* Forward calls to appropriate person.
* Deal with queries from the public and customers
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* Monitor visitor access and maintain security awareness.
* Provide general administrative and clerical support.
* Prepare correspondence and documents.
* Receive and sort mail and deliveries.
* Schedule appointments.

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**Quincy Supermarket**

**Counter Supervisor**

*May 2009 – July 2013*

* Trained and developed new associates on POS system.
* Responsible for distributing money to cashiers
* Assisted in balancing cash drawers and store safe.
* Operated a cash register for cash, check and credit card transactions.
* Computed and record totals of transactions on a daily basis and recorded data.
* Resolved inquiries and issues with customers.
* Authorized and ensured validity of customer returns, exchanges, checks
* Engaged customers with friendly service and a positive attitude.
* Executing proper opening/closing store operations.

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| **EDUCATIONAL BACKGROUND** |



 Unibersidad de Manila

**Bachelor in Public Administration 2009**

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| **PERSONAL DATA** |

Height 5’ 2”

Nationality Filipino

Religion Roman Catholic

Date of Birth January 19, 1988

Civil status Single

Language English, Tagalog

Visa Status **Tourist VISA**

*I, hereby certify that the information above is true and correct to the best of my knowledge and beliefs.*