Benhur

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| **Corporate Objective**Seeking an position, Offering hands-on experience in daily office operations, high level of customer focus and people skills and exceptional interpersonal abilities to contribute in the success of organization. **Education** |
|  |  | **Bachelor of Science in Business Administration Major in Marketing Management** |
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|  |  | Dr. Yanga’s Colleges Inc. ( DYCI)Wakas Bocaue Bulacan PhilippinesJune 2009 – March 2013 |

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| **Work Experience** |

**Office Clerk**

**Department of Labor and Employment ( DOLE )**

**Municipality of Bocaue ( Government of the Philippines )**

 **May 2015 – November 2016**

 **Duties and Responsibilities**:

* Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Processor of Birth certificate, Marriage Contract and Death certificate.

 **Front Office**

 **Amana Waterpark Resort and Hotel**

 **Pandi Bulacan Philippines**

 **June 2013 – March 2015**

 **Duties and Responsibilities:**

* Greet clients guests and employees and make sure they are comfortable
* Answer multiple phone lines direct calls; manage and maintain office voicemail
* Receive and mail out packages and deliveries
* Receive sort and route mail; maintain and deliver publications
* Maintain printers (and other office equipment); send faxes and retrieve and route incoming faxes
* Handle input of guests into the building security system
* Manage conference and meeting room bookings internally
* Assist Executive Assistant with additional office duties as directed

**Seminars and Trainings Attended:**

Amana Waterpark Resort and Hotel

Completed 600 hours of duties

Front office and Marketing

Bank of the Philippine Island

Completed 300 hours of duties

Encoder

NLEX North Luzon Expressway

Completed 300 hours of duties

Teller Cashier Encoder

# **Core Competencies and Skills**

Computer literate in applications such as MS Office

 Good Communication Skills

 Able to work individually or within a group

 Good in doing multi-tasking activities

 Can work effectively even while handling corporate pressures

 Have good organizational and planning aspects

# **Personal Background**

Birth Date: May 9, 1989

Nationality: Philippines

Gender: Male

Civil Status: Single

Religion: Christian

Visa Status: Tourist Visa