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**Jamille**

[**Jamille.337109@2freemail.com**](mailto:Jamille.337109@2freemail.com)

**OBJECTIVE**

To work for a company where I can utilize my skills and knowledge and to develop them for my personal growth and the company's interest.

**PROFILE**

I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

**QUALIFICATIONS**

* Confident and work well in dealing with different nationalities and multi-culture environment.
* Able to work under pressure
* Willing to learn and can work with limited supervision
* Quality assurance
* Multi-Task Management

TECHNICAL SKILLS

* Oriented in Microsoft Office Application
* Computer Troubleshooting
* Understanding in Network Security

ON THE JOB TRAINING EXPERIENCE

Sutherland Global Services BGC (GTI Department), Philippines

Duration: 500 hours

November 2015 to February 2016

* Avaya IP Phone Configuration
* Remote Desktop using VM ware
* Reimaging Computer through Network
* Install/Update Software Application
* Rejoin of Desktop using Network

**PROFESSIONAL EXPERIENCES**

**RECEPTIONIST/CASHIER**

LUXENT HOTEL

April 2016 to October 2016

* Welcomes guest by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs guest by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook
* Maintained a neat, tidy and pleasant appearance of the reception area.
* Handled general requests for information and data.
* Interacted well with the public.
* Answering the phones
* Giving information regarding on the room to the customers
* Informing of the guest about the special offers
* Accountable in cashier counter for getting cash payment in giving to any payables in working hours

EDUCATION

**Bachelor of Science in Information Technology**

Nueva Ecija University of Science and Technology

Gen. Tinio St., Cabanatuan City, Nueva Ecija, Philippines

**SY 2012 - 2016**

PERSONAL DATA

Date of Birth : June 02, 1995

Civil Status : Single

Nationality : Filipino

Type of Visa : Tourist Visa

Availability : Immediate

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