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**ANNA**

[**ANNA.337138@2freemail.com**](mailto:ANNA.337138@2freemail.com)

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| **PERSONAL DATA** |

**ANNA.337138@2FREEMAIF.COM**

**Nationality:** Philippines

**Marital Status:** Single

**Visa Status:** Visit Visa

**Languages Spoken:** English & Filipino

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| **EDUCATION BACKGROUND** |

Xavier Technical Training Center

PC operations

Graduated: May 2016

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| **COMPUTER SKILLS:** |

* Microsoft Office literate
* Proactive team player able to work on own.
* Good communication and interpersonal skills.
* Results driven and determined to excel.

**OBJECTIVES**

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

**WORK EXPERIENCED (Philippines)**

Company Name**:Infinity Mother and child Clinic**

*Position* Title **:** Account/Admin staff

Date **:** (June 2014-August 30, 2016)

***Responsibilities***

* Greet patients as they arrive in the clinic and provide them with information regarding services.
* Enter transactions in the cash register and provide patients with the total bill.
* Maintain knowledge of store inventory and sales activities
* Accurate reporting of daily and monthly income.
* Count money at the beginning and ending of each shift.
* Issue receipts and change to customers.

*Company Name* : **Uno Factory Outlet Citi stores Inc.**

*Position Title* : Crew Leader

*Date* : (Jan 2014-April 2014)

*Responsibilities*

* Coordinates, organizes, and directs the activities of project participants.
* Provides training and technical assistance in specific project area.
* Prepares supplies and equipment inventories; purchases materials as needed.

*Company Name* : **Specific Relaxation Spa**

*Position Title* : Customer service representative

*Date* : (July 2013-Dec 2013)

*Responsibilities*

* Deal directly with customers either by telephone, electronically or face to face.
* Respond promptly to customer inquiries.
* Obtain and evaluate all relevant information to handle product and service inquiries.
* Provide pricing and delivery information.
* Set up new customer accounts.