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**MELYN**

**MELYN.339160@2freemail.com**

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| **CAREER objective** |
|  | Is determined to make significant contribution in a position which is appropriate with my knowledge and expertise in a goal-oriented, competent company, where there are opportunities for professional practice and personal enhancement. |
| **PROFESSIONAL ExperienceS** |
|  | **RECEPTIONIST/CUSTOMER SERVICE SPECIALIST – June 2013 – January 2017**LCC MALLS – NAGA CITY, PHILIPPINES**Job Description*** Serving visitors/customers by greeting, welcoming, directing and announcing them appropriately
* Answered all incoming calls and handled caller’s inquiries
* Maintains security by following procedures
* Monitoring logbooks
* Issuing visitor pass and/or shopping pass of employee
* Receiving and sorting daily mail/deliveries
* Provided office support services so as to ensure efficiency
* Responded to guest and public inquiries
* Directed employees, guests and general public to the staff member
* Maintained a sufficient record of office supplies
* Provided word-processing and clerical support
* Picked up and delivered the mail
* Provided administrative services to the office manager

**CREDIT CARD CASHIER – July 2011 –May 2013**LCC MALLS – NAGA CITY, PHILIPPINES**Job Description*** Receive and disburse money in establishments other than financial institutions
* Transact Credit Card payments
* Issuance of receipts to customers
* Responds to customer’s complaint and resolve their issues
* Receive billing and payments from tenants
* Process Cash and Check Transaction forwarded to treasury
* Usually involves use of electronic scanners, cash registers, or related equipment

**PRODUCTION/QUALITY CONTROL – April 12 – May 25, 2010**BUREAU OF ANIMAL INDUSTRY –VALENZUELA CITY, PHILIPPINES**Job Description*** Responsible for performing production work in factories
* Assemble finished product and inspects product to ensure high quality
* Clean production area, sweep, mop and remove debris, load and unload items from machines and carts, feed or place items onto equipment for processing, lubricate equipments, measure and mix ingredients
* Take instruction from supervisors and most important is to record data
* Quality Control may perform their duties in a number of locations such as work station, assembly line, laboratory or a quality control department.
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| **Education** |
|  | Central Bicol State University of Agriculture - Philippines1. **BACHELOR of SCIENCE IN FOOD TECHNOLOGY**
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| **Professional qualifications*** Capable in performing computer applications such as Oracle System, Adobe Photoshop and MS Word, Excel, Powerpoint.
* A fast learner, with positive attitude towards work and can work under pressure.
* Food processing, food packaging, food distribution and food preservation
* Prepare billings and other necessary documents to facilitate payments.
* Can easily adapt to change; can work effectively and efficiently with groups and with minimal supervision.

**PERSONAL BACKGROUND** |
|  | Date of Birth : October 28, 1989 Marital Status : Single Age : 27 years old Nationality : Filipino |
|  | Height : 5’5” Visa Status : Tourist |

I certify that all information’s supplied hereinto are true and accurate to the best of my knowledge.