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**MELYN**

[**MELYN.339160@2freemail.com**](mailto: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. | | | |
| **Education** | | | | |
|  | | | Central Bicol State University of Agriculture - Philippines   1. **BACHELOR of SCIENCE IN FOOD TECHNOLOGY** | |
| **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.