

**Marie**

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**CAREER OBJECTIVE**

To improve and expand my knowledge and skills and to establish an employment in a friendly environment. Interested in finding employment with a company which will utilize my skills.

**WORKING EXPERIENCE**

**Company: Versant BPO Solutions**

1705F One San Miguel Building, One San Miguel Avenue, Pasig City

June 2013 – December 2016

**Position: Administrative Staff**

**Duties:** Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.

Maintain electronic and hard copy filing system.

Perform data entry and scan documents.

Assist in resolving any administrative problems

Run company’s errands to post office and office supply store

Answer calls from customers regarding their inquiries.

**Company: IBM Daksh Business Process Services Phils. Inc**

UP- Ayala Techno-Hub

Bldg. G Commonwealth Quezon City

October 2011 – March 2013

**Position: Customer Service Representative**

**Duties:** Handling customer concerns.

Effectively understand and resolves customer's issues.

Enter new clients information.

Transfer customer to the right department.

**Company: 168 Commercial ( Exclusive Distributor of Seleta)**

Lagundi, Mexico Pampanga

January 2010 – October 2011

**Position: Office Staff**

**Duties:** Perform data-entry, documentation, printing and filling duties.

Support the officers in daily admin roles and to keep stock of stationary supplies for the department.

Create and maintain useful databases for the department.

Perform some research duties as and when required by the team

Assist the Dept head to maintain a proper attendance and tracking report for the Dept.

**SKILLS**

Computer Literate

Can work under pressure

Attentive to details

Customer service skills

Organizational Skills

**EDUCATIONAL ATTAINMENT**

**Tertiary Business Office Information Service**

ACLC College

Baliuag, Bulacan 2008-2010

**Secondary San Rafael National Trade school**

San Rafael, Bulacan 2004-2008

**Primary San Rafael Elementary Central School**

San Rafael, Bulacan 1999-2004

**PERSONAL DATA**

**Date of Birth :** September 03, 1991

**Place of Birth :** Negros Occidental

**Civil Status :** Single

**Age :** 25

**Sex :** Female

**Height :** 5’00”

**Weight:** 41kgs

**Nationality:** Filipino

**Religion:** Catholic

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