**RACHIEL**

Email Id: [rachiel.339604@2freemail.com](mailto:rachiel.339604@2freemail.com)

**OBJECTIVE:**

* Working in a professionally competent environment where my organizational and communication skills can be fully utilized to assist executives in daily tasks
* Securing a position in a company that will allow me to use the full extent of my existing skills plus learn a lot more

**SUMMARY OF SKILLS**

* Vast Knowledge in Microsoft Office programs
* High degree of expertise in the field of Sales, Customer Service and Client-Relation
* Positive attitude: Adaptable and Flexible
* Quick-learner, Analytical and able to formulate positive end-results
* Able to multi-task, strong attention to detail and works well under pressure
* Excellent communication skills; written and verbal

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**April 2014 to August 2016**

**Future Art Engineering Consultancy**

**Receptionist/ Secretary**

**Duties and Responsibilities:**

* Managed the overall office daily activities
* Managed and handled administrative duties in the office by maintaining reports and providing support information
* Maintained diaries, arranged and scheduled appointments and prepared correspondence
* Performed clerical functions whenever required – including receiving guests and sorting general queries
* Maintained a cordial relation with the whole department
* Researched and compiled confidential documents
* Acted as a communication link between the clients and the executive
* Took and recorded minutes of the meeting
* Composed letters and other correspondence
* Created and maintained a liaison between executives and clients
* Coordinated office management activities to aid executives
* Screened incoming correspondence and ensured delivery to intended recipient
* Reviewed and proofread documents for executives signatures
* Answered telephone calls promptly and relayed messages to concern person
* Submitted petty cash reports in weekly monthly basis
* Performed the incoming and outgoing correspondence, faxes and emails
* Maintained the general filing system
* Data Encoder

**Jan 12 2011- March 2014**

**Manpower for Advertising Services Agency Inc.**

**Brand Ambassador/Team Leader**

**Duties and Responsibilities:**

* Lead Team to reach target sales and promote the product/s assigned
* Scouted for critical location/s for sales kiosks
* Trained subordinates grooming techniques, product handling, and sales practice
* Created end-of-day and weekly sales reports
* Inventory of products, Costs and product-control

**March 2008 - June 2010**

**CAFE' WILL Bar and Bistro**

**Business Manager**

**Duties and Responsibilities:**

* Managed 15-20 employees and delegated tasks and designation based on their previous experiences and strong points
* Assumed full responsibility of the business when the owner is out of the country and or unavailable to resume business operation as usual
* Improved Decision-making as business acumen is entrusted
* Reviewed inventories, manpower cost, profit and expenditures
* Headed brain-storming for marketing strategies and sales improvement

**December 2003-May 2007**

**PIZZA HUT Fine Dining**

**Maitredee/Receptionist**

**Duties and Responsibilities:**

* Acted as the main receptionist in nature
* Meet and greeted guests
* Assured guest and usher to their preferred dining table
* Received reservation calls and suggested pre-orders depending on occasion
* Work includes cashiering, service and production

**TRAININGS ATTENDED:**

* ISTIV-SIB(Succeeding in Business: Integrated Course for Workers)

Philippine National Wages and Productivity Commission

Department of Labor and Employment, Phil. Gov.

* EXECUTIVE ASSISTANTS CLUB

Receptionists role training

Sexual Harassment Seminar

Motivational Factors Affecting Personality Development

* NATIONAL CERTIFICATE II for Housekeeping 480hrs

Phil Women's University

* Food Handler Training and Seminar

Cafe' Will Bar and Bistro

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**EDUCATION:**

**Tertiary:** University of the Cordilleras

**Course:** Computer Office Administration Graduation Date: 19 Dec 2013

**Secondary:** Baguio City National High School Graduation Date: March 1999

**Elementary:** Dr. Jose P. Laurel Elem School Graduation Date: March 1995

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**PERSONAL INFORMATION:**

Gender : Female

Citizenship : Filipino

Civil Status : Single

Religion : Roman Catholic

Visa Status : Visit Visa

**Reference upon request**