

**CHRISTINE**

**C/o-Contact No. : +971505891826**

**Email Address :** [**christine.340270@2freemail.com**](mailto:christine.340270@2freemail.com)

**Address : Jafiliya, Dubai, UAE**

**Visa Status : Visit Visa**

**Position : Any available position**

**Objectives**

**Seeking Secretarial cum Receptionist, Cashier or Sales**position in a growth oriented progressive institute where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities to my career growth.

**Work Experience**

**Account Officer/Cashier**

**November 2015 – October2016 Victorias City Philippines**

* Contact companies or people to ask if they need the loan
* Meet with loan applicants to gather personal information and answer questions
* Explain different types of loans and the terms of each one to applicants
* Obtain the verify financial information, such as the applicants credit rating and income level
* Approve loan applications or refer them to management for a decision
* Handle cash transactions with customers
* Issue receipts, refunds, change or tickets

**Call Center Agent**

**May 2015 – N0vember2015Teleperformance Company**

Bacolod City Philippines

* Obtain clients information by answering calls interviewing clients, verifying information
* Determines eligibility by comparing clients information to requirements
* Inform clients by explaining procedures, answering question providing information
* Maintaining communication equipment by reporting problems

**On The Job Training**

**November 2014 – January 2015 Sugar Regulatory Administration**

Binalbagan Negros Occidental Philippines

* Project planning and production management
* Project monitoring and control
* Simple bookkeeping and accounting

**Educational Attainment**

**2011 – 2015 Bachelor of Science and Agricultural Business**

**Central Philippines State University – Graduate**

**Kabankalan Negros Occidental Philippines**

**Skills**

Computer Literate ( **MS Office-Excel, Word, PowerPoint** ) Internet

**Languages**

Excellent English and Filipino ( Oral, written comprehension )

**Abilities**

* Hard working with a very good communication and inter-personal skills
* Can handle duties and responsibilities properly
* Self-motivated and fast learner
* Ability to work under pressure

**Personal Background**

**Age : 24 years of age**

**Date of Birth : May 25, 1992**

**Civil Status : Single**

**Place of Birth : Kabankalan Negros Occidental Philippines**

**Religion : Roman Catholic**

I hereby state that the above information is true and correct

**Christine**

**Applicant**