**Rachel**



**PERSONAL DATA**

**Gender:** Female

**Date of Birth:** September 17, 1984

**Status:** Married

**Nationality:** Filipino

**Religion:** Catholic

**Language Spoken:** Filipino & English

**Personality:** An enthusiast with confidence, friendly and easy to deal with, punctual, resourceful, competitive and innovative

**EDUCATIONAL BACKGROUND**

**SECONDARY:**

**Pandan School Of Arts And Trades**

Pandan, Catanduanes,Philippines

**ELEMENTARY:**

**Moonwalk Elementary School**

Las Pinas City,Philippines

**SKILLS**

* Excellent interpersonal and analytical skills
* Organizational skills and customer service orientation
* Adaptability and ability to work under pressure
* Strong communication skills
* Effective problem solving and negotiation skills
* Ability to lead, oversee and supervise the activities of others
* Strong multitasking skills

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

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Rachel J. Adviento

[**Rachel.341503@2freemail.com**](mailto:Rachel.341503@2freemail.com)

**CAREER OBJECTIVE:**

To be able to join an organization that will serve as a venue for me to maximize my capabilities, as well as my potentials as a professional and as an individual with a strong sense of result-disjointedness and commitment

**EMPLOYMENT HISTORY:**

Oct 2016 Office Clerk

ARCHARD MIDDLE EAST

>Responsible for answering the telephone,filling data processing,faxing.

May 2006 - Telephone Operator

**Sucasa massage therapy**

Duties and Responsibilities:

* Responsible for answering the telephone , transferring calls, taking accurate messages, greeting customers
* Notifying staff members of any customer cancellations or the arrival of any unscheduled visitors.

January 2005 (6months) - Sales lady,

**Sta. Lucia Grand East Mall**

Duties and Responsibilities:

* Work with customers with the most cheerful and pleasant disposition
* Give answers to customers questions or concerns related to the product
* Communicate and assist customers in any way possible and as the customers may require
* Deal wit customers complaints professionally and with restraint
* Close as many deals and transactions as possible
* Report sales accurately