Anabel

Anabel.347269@2freemail.com

**WORK EXPERIENCE:**

**TaytaySaKauswagan Inc. (TSKI)**

Conception St. DunaoLigao City

**Field Coordinator**

Oct. 2014 – February 2017

**Job Description:**

Mapping out, designing and developing training programs, conducts assessment on every training to evaluate individual strength and weaknesses and recommend an appropriate program suited to client’s needs, process and recommends client’s loans depends on the result of their financial capability, maintains a variety of financial records, provides account services on loan disbursements and payments.

**Binamira Auto Parts**

45D BMA Ave. Tatalon Quezon City

**Secretary/ Receptionist/Sales Associate**

Oct. 2009 – Sept. 2014

**Job Description:**

Implement “first in first out” policy and familiarity on items, practiced excellent customer service, in charge in promotional displays and maintain the quality of store presentation, welcomes customers by greeting them in person or in telephone, prepares daily report and secure information by completing database back up, maintains office supplies inventory and issue receipts.

**Jobstar International Manpower Agency**

1913 San Marcelino St. Taft Ave. Manila

**Receptionist/ Secretary**

Feb. 2009 – Sept. 2009

**Job Description:**

Maintains security by following company procedures and monitoring logbook, conducts initial interview on applicants, welcome and greets visitors and employees, notifies company personnel of visitor arrival, prepare reports and file all the documents in numerical or alphabetical order.

**One World Telecom**

San Miguel Ave. Pasig City

**Telesales Agent**

Oct. 2008 – Nov. 2008

**Job Description:**

In charge in inbound calls, address and solve all complains specially on irate clients and prepare a daily report

**Metrobank Head Office**

Gen. Gil Puyat Ave. Makati City

Bank Statement Rendition Clerk

April 2008 – Oct. 2008

**Job Description :**

Detect and report signature discrepancy, evaluate if signature is authentic or not, promotes the

Bank and bring in new clients, provides print out of daily check issued by each client.

**ELLIGIBILITY :**

 Civil Service Passer Prof. (83%)

**SKILLS :**

 Proficient in Windows Microsoft Word Office Application,

Filling of Documents, Secretarial Works, Trainer, Receptionist task, and Event Organizing

**TRAINING AND SEMINARS:**

**Excellent Customer Service** Vista Garden Hotel Tabaco City Philippines

 April 9, 2016

**Basic Orientation Training** FTC-BU College of Agriculture Guinobatan Phil.

 May 21-23 2015

**Reflexology**  Livelihood and Skills Training Center Tabaco City Phil.

 March 2-7 2010

**EDUCATIONAL BACKGROUND**

**College :** Bicol University College of Agriculture and Forestry

 Bachelor of Science in Agricultural Engineering

**Vocational :** Computer Secretarial

 Xavier Technical Training Center Corp.

**Secondary :** Tabaco National High School

**Primary :** Mayon Elementary School

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