**EDELYN**

**Edelyn.360941@2freemail.com**

 **POSITION DESIRED:**

* Encoder
* Assistant Accountant
* Cashier
* Receptionist

## QUALIFICATIONS/SKILLS:

* Excellent interpersonal skills
* Computer skills MS Excel , Outlook Access
* Typing skills - 65wpm
* Excellent spelling and grammar skills
* Team building skills
* Effective communication skills (verbal & non-verbal)
* Time management skills
* Ability to work under pressure, handle multiple tasks and follow priorities

**ATTRIBUTES:**

I can maintain strict confidentiality in performing my duties and in my overall functions:

* Honest and trustworthy
* Possess cultural awareness and sensitivity
* Flexible work approach
* Demonstrate sound ethics

**EDUCATION:**

**CRONASIA FOUNDATION COLLEGE INC**

Nuestra Dela Paz St. General Santos City

COURSE - Bachelor of Science in Office Administration

## WORK EXPERIENCES:

**QATAR AIRWAYS** Doha Qatar (Hamad International Airport)

Customer Service Support/ Receptionist November 21, 2015- March 15, 2017

Duties and Responsibilities:

Main point of contact to all staff and guest.

Greet guest and clients.

Handle front desk.

Manage courier deliveries.

Handle the month end reconciliation of courier delivery invoices.

Handle cleaners for cleanliness and orderliness.

Contact AC and electric technicians for repairs and maintenance.

Assist in the planning and preparation of meetings and conference telephone calls.

Assist in purchasing needed office supplies and sourcing competitive products.

**AERLINE INTERNET CAFÉ** General Santos City, Philippines

Data Encoder/Cashier October 30, 2012–June 20, 2015

Duties and Responsibilities:

* Maintaining hard copies of patient forms, receipts, applications and other types of documents.
* Do transcription, photocopying of documents and maintaining backups of data entered.
* Responsible for compiling, sorting and verifying the accuracy of data before it is entered.
* Scanning
* Printing
* Typing

**LIMOR POWER CYCLE** General Santos City, Philippines

Office Attendant/Encoder July 5, 2012-October 7, 2012

 Duties and Responsibilities:

* Encode the new items received
* Do inventory every week
* Check the receipt and sales daily
* Making BIR Receipt
* Checking daily attendance of the employee
* Issue cheque to the agent
* Handles internal, external mail and calls.
* Perform duties in maintaining Manager’s calendar and organize client meetings.
* Monitor all office supplies and coordinate scheduling of new supplies.
* Handles all client files.
* Perform general office duties.