

**Reychell**

**Reychell.364055@2freemail.com**

***Work experience***

***2015-2017 Americana Quality***

**Receptionist**

**Responsibilities**

* Welcome visitors by greeting them.
* Answers visitors inquiries about the company products and services.
* Answers incoming calls.
* Handling correspondence and report.
* Sorting and handing out mails.

***2013 - 2015 Americana Quality***

 **Counter Cashier**

**Responsibilities**

* Responsible for serving the customer according to hospitality standards.
* Does suggestion to upsell and achieve targets.
* Received payments by cash, cheques and credits.
* Checking daily cash accounts.
* Maintaining monthly, weekly and daily reports of transactions.

***2011 - 2013 Yanson Group Company***

 **Counter Cashier/Teller/Revisor**

**Responsibilities**

* Process employees transactions, credits and records.
* Received employees remittance according to transaction reports.
* Tabulates employees transaction lines and payments.
* Checking employees cash accounts.

***2009 - 2011 Social Security System***

 **Office Clerk**

**Responsibilities**

* Does public service to maintain customers relationship.
* Handling correspondence, documents and reports.
* Organize and maintain file records and databases.
* Answers calls, sorting and handing out mails.

***Other professional experiences, references***

* ***Training as Shift Leader/Shift Supervisor***
* ***Training as Tabulation Head***

***Education***

***2005 - 2009*  Northern Negros State College of Science and Technology, Philippines**

 **Bachelor of Science in Information Technology**

***Certificates and Courses­­­­­­­­­­­***

* Award of Excellence as Outstanding Employee
* Basic Food Safety Training
* Guest Expert Training
* Technical Training, Entrepreneurship, and Office Productivity
* Personality Development
* Career Advancement through Global Competitiveness

***Other skills and abilities***

***Language Proficiency***

English 

Tagalog 

***Skills and abilities:***

* Proficient in Computer Applications MSword, Excel, Outlook and Power Point.
* Team player and able to work with others effectively.
* Highly organized and independent, able to effectively coordinate tasks to accomplish projects with timeless and creativity.
* Flexible and analytical with a keen eye for details, and do multi-tasking.
* Outstanding communication skills, decisive, and efficient team approach.
* Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.