**Jhunie**

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| CURRICULUM VITAE |

**Objective:** *Seeking a challenging job that utilize and further sharpen my skills, and where I can express my thoughts and ideas for the growth of the company.To have an open opportunity that will help uplift the development of my individuality and career as well.*

**Skills/ Summary of Qualifications:**

* Working experience as a call center agent.
* Can effectively communicate both oral and written English
* Able to relate with different types of person.
* Ability to work cooperatively with others.
* Ability to work within standards of accuracy.
* Disciplined, dedicated, hardworking, energetic, & organized, can work under pressure.
* Has knowledge in (MS office/ Internet Browsing).

**Working Experienced:**

1. Position : **Receptionist Secretary**

Company : **ACTCO Gen. Contracting Company LLC**

 Corniche Khalidiyah, Abu Dhabi

 Year : December 2013- May 2017

**Duties and Responsibilities:**

* Handle In-calls and out-going calls.
* Relay messages to Managing Director.
* Read and analyze incoming emails, submissions and reports in order to determine their significance and distribute accordingly.
* Sort and distribute incoming correspondence, including faxes and emails.
* Manage incoming and outgoing documents.
* Making Internal Memos for all the employees.
* Checking all the shipping receipts before giving to accounts department.
* Sending emails.
* Prepare memos, letters and other documents.
* Arrange and confirm appointments.
* Set up and maintain filing system.
1. Position: **Marketing Representative/Premium club**

Company: **Hilton Hotel**

 Corniche, Abu Dhabi

 Year : August 2013- December 2013/**Part Time**

1. Position : **Document Controller/Secretary/ Receptionist**

Company: **Al Malki Trading Group**

Al Hannan Pharmacy Building, Murror Road. Abu Dhabi, UAE

Year : **August 2013 to November 7, 2013/ Part Time**

 **Duties and Responsibilities:**

* Receive In-calls and out-going calls.
* Relay telephone messages and fax messages.
* Preparing Invoices.
* Sending emails.
* Follow up payments.
* Receive payment by cash and cheque.
* Preparing cheque for payments.
* Maintain Office Supplies.
* Organizing files.
* Keep the stock list updated
* Updated the inventory list.
* Keep the expenses list updated.
* Preparing cost sheets.
* Make delivery notes for the deliveries.
* Deduct all the deliveries on the stock list.
* Doing Weekly report.
1. Position : **Admin Executive Secretary**

Company: **True Green Energy Group**

Philexcel Arcade 2 and 5 Clark. Philippines

 Year : **October 2010 – July 2012**

 **Duties and Responsibilities:**

* Answers and screens phone calls and manages the General Manager’s mail.
* Providing information on complaints regarding specific products as well as services.
* Recognizing, documenting and informing the supervisor regarding the trends in external customer calls.
* Making investor’s profile.
* Arrange the investor’s documents and personal information.
* Communicate with the corporate staff regarding the investors concerns.
* Sending important documents to the investors.
* Monitoring my Boss’s people in marketing.
* Printing important documents from other department.
1. Position : **Telemarketing Representative**

Company: **True Green Energy Group**

Philexcel Arcade 2 and 5 Clark. Philippines

 Year : **June 2009- September 2010**

 Duties and Responsibilities:

* Handling outbound calls from external customers.
* Making calls to potential investors
* Sending emails to the client.
* Making at least 4 appointments per day.
* Transferring calls and appointments to the Investor Relations.

**PRIMARY: STI COLLEGE**

 Associate in Hotel and Restaurant Management

 Angeles City Pampanga

 2009

**SECONDARY: EPZA RESSETLEMENT HIGH SCHOOL**

 EpzaPulungCatutud Angeles City Pampanga, Philippines

 2005 - 2009

**Elementary: M. Nepomuceno Elementary School**

 Nepomuceno, Angeles City

 1998-2005

**Personal Information:**

**Age**: 25

**Birth date**: June 07, 1991

**Sex**: Female

**Civil Status**: Single

**Religion**: Christian

**Citizenship**: Filipino

*My professional background has provided me with the skills and abilities to be on the cutting edge of this field. I’m eager to contribute as well as my enthusiasm to your team. I am looking for a situation where my hard work will be recognized and the opportunity for advancement exists.*

*Given a chance to serve your esteemed organization, I would be thankful to all my superiors and I am sure I will do the best of my duties to fulfill the job satisfaction of my superiors.*

*I would be glad to hear a positive reply from you.*