Hello,

I am writing to apply for any position available in your company. I am

enclosing the completed job application.

The opportunity presented in this listing is very interesting, and I believe

that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

I strive for continued excellence

I am capable of handling wide range of customer service functions and can work effectively in a fast paced environment and consistently prioritize tasks and meet deadlines. Please see my resume for additional information on my

experience.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

 ****

**Judith**

**Judith.364933@2freemail.com**

**PROFILE & QUALIFICATION HIGHLIGHT**

* Has strong work ethic.

**Skills**

*MS Office Suite*

*MS Word*

*MS Excel*

*MS PowerPoint*

*Lotus Notes*

*Proficient in English Verbal and Written communication*

*Customer Service Skills*

*Administration Skills*

*HR Skills*

*Organizational Skills*

*Leadership Skill*

*Teamwork Skill*

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* Has over five (3) years of HR related and (2) Customer Service professional experience
* Has excellent administration, coordination and organizational skills.
* Proficient in MS Office applications
* Has customer service orientation and has a “can do” attitude.
* Has ability to multi-task efficiently and effectively.
* Able to work with minimal supervision
* Always has a positive attitude and willingness to achieve tasks effectively.
* Highly organized, efficient and dependable.
* Highly analytical with keen attention to details and strives for continued excellence.
* Can adapt easily to new concepts and responsibilities.
* Has excellent organizational, time management and interpersonal skills.
* Can work well in a team and goal-oriented environment.

**PROFESSIONAL EXPERIENCE**

**Telesales and Direct Sales Agent**

September 2015 - Present

Etisalat Chanel Partner – Credit Link Marketing Mngt.

Dubai, United Emirates

1. Handles postpaid applications and connections with device and non-devices plans.
2. Handles application for new internet connections and upgrade.
3. Making sure that all plans were discuss as per the terms and conditions of each applications, contract details and monthly bills to all prospect subscribers.
4. To serve as interface between applicants and Etisalat as Chanel Partner.
5. Review and verify documents submitted by the applicants.
6. Build customers interest in the services and products offered by the company.
7. Initiates follow up call from customers which includes faxing, filling up and paper works.

**Customer Service Representative**

November 2013 –June 2015

Expert Global Solutions

Filinvest Ave, Muntinlupa, Philippines

1. Receive inbound customer calls courteously for orders and queries.
2. Build customers interest in the services and products offered by the company.
3. Provide excellent customer service experience.
4. Arrange for the dispatch of products, information packages, brochures etc. to clients and other interested parties.
5. Maintains office supply inventory and requisitions as needed.

**Human Resources Assistant Officer**

June 2011 to October 2013

Standford Marketing Corporation

Savemore Market

Tagaytay City , Philippines

1. Administers and facilitates a database for qualified and rejected job applicants.
2. Calls qualified applicants to inform them about their training requirements and schedule.
3. Maintains applicants and new employee’s records filing system.
4. Assists in special recruitment activities (e.g. job fairs in different universities)
5. Arrange and assists in company activities and events such as birthday parties, awarding and certification of new employees, staff social and community outreach program.
6. Performs other administrative tasks as and when required.

**EDUCATION**

**Bachelor of Science in Psychology**

Cavite State University

Don Severino De Las Alas Campus, Indang Cavite

April 2011

**PERSONAL INFORMATION**

Date of Birth: 28th October 1990

Marital Status: Single

Gender: Female

Citizenship: Filipino

Visa Status: Employment Visa

**CHARACTER REFERENCE**

Available upon request

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