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**Sevillo**

**Sevillo.365486@2freemail.com**

**OBJECTIVES**

To obtain an Office/Clerical position in which my customer service, personal, clerical and general office skills that will contribute to greater office efficiency and productivity

**Special Skills**

* Knowledgeable in using MS Word / MS Excel / MS Power Point
* Basic knowledge in Computer Troubleshooting
* Basic knowledge in using Adobe Photoshop

**Work Experience**

2015 April - 2017 April  **HRAD Staff/Receptionist**

 KC, Incorporated

* Assisting applicants and other visitors
* Responsible for monitoring of office staff attendance
* Responsible for the recruitment of office staff applicants
* Answering phone calls and other concerns
* Encoding, filing and monitoring office reports

July 2012 – March 2015 **Telemarketer/General Clerk**

Prudential Guarantee & Assurance, Inc.

* Responsible for convincing clients to renew their insurance
* Responsible for releasing and monitoring clients documents
* Entertaining phone inquiries
* Encoding production reports
* Filling documents

February 2008 – June 2010 **Student Assistance in Registrar Office**

STI College Caloocan

* Responsible for assisting students concern and request documents
* Responsible for releasing students assessment
* Responsible for posting job vacancies on school E2E website
* Entertaining phone calls

**Educational Attainment**

* **Tertiary**

June 2008 – March 2012 Bachelor of Science Information and Technology

 STI College Caloocan

#375 GM Sandoval Bldg., 10th Ave., Brgy. 62 Caloocan City Philippines

**Personal Information**

Date of Birth : September 27, 1991

Civil Status : Single

Religion : Roman Catholic

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