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**ARGIE**

**ARGIE.367461@2freemail.com**

**OBJECTIVE:**

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

**WORK EXPERIENCE:**

**Asset Management Assistant**

Hexagon PM Solutions – Makati City, Philippines

July 27, 2013 – January 27, 2017

* Responsible for administrative duties within the department.
* Monitor and encode incoming and outgoing documents.
* Maintain, update and ensure accuracy of computer database by recording requisition details, purchase orders, supplies distribution and work permits.
* Perform HR tasks by handling employees’ daily time records, leaves and payments of government remittances.
* Update accounts receivable database; review and monitor all applicable collection reports.
* Perform other duties as required.

**Housekeeping Leadman**

Makati Shangri-La Manila - Makati City, Philippines

May 01, 2009 - June 30, 2013

* Establish standards and procedures for work of housekeeping staff.
* Conduct trainings to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
* Record data regarding work assignments, personnel actions, time cards and leaves, and prepares periodic reports.
* Attend to hotel guests’ requests and resolve complaints when possible.
* Perform all other duties as required.

**SEMINARS ATTENDED:**

* **Integrated Pest Management**

Makati City, Philippines

March 23, 2013

* **Customer Service Excellence Program “Shangri-La, Step up!”**

Mandaluyong City, Philippines

September 12 - 13, 2011

**SUMMARY OF QUALIFICATIONS:**

* Proficient in Microsoft Office tools such as Word, PowerPoint and Excel.
* Extensive experience in customer service and sales skills.
* Professional approach to problem solving.
* Experienced in handling complaints and resolving issues.
* Strong communication and interpersonal skills
* Ability to motivate a team.
* Flexible, Diligent and can handle multi-tasking jobs.

**EDUCATION:**

**University of Cebu –** Cebu City, Philippines

Bachelor of Science in Criminology

Undergraduate, 2007-2009

**PERSONAL DATA:**

 **VISA STATUS:** Long Term – Visit Visa

 **BIRTHDAY:** November 22, 1988

 **BIRTHPLACE:** Manila, Philippines

 **CIVIL STATUS:** Married

 **HEIGHT:** 5’5”

**CHARACTER REFERENCES:**

Available upon request.

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