# Objective

To perform the job successfully, an individual must be able to perform each primary duty and responsibility satisfactorily and to contribute providing customer satisfaction through efficient administrative works in a company that aims on business leadership.

# summary of qualification

With more than ten years of experience and excellent judgment. Ability to multitask, prioritize and work well under pressure, with minimal or no supervision. Outstanding communication skills both in written and verbal form. Exceptional listener and communicator who effectively conveys information verbally and in writing. Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes. Computer-literate performer with extensive software proficiency covering wide variety of applications. Proven relationship-builder with unsurpassed interpersonal skills. Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

Experience

MSM Himalayan Salt Trading Jul ’15 – Dec ‘16

administrative officer/sales executive

Bacolod, Philippines

Teleperformance, Inc. May ’15 – Jun ‘15

customer serviCe representative

Bacolod, Philippines

freelance english teacher Feb ’15 – Mar ‘15

Bacolod, Philippines

Wipe n’ Shine Car Wash Jan ’13 – Dec ‘16

administrative assistant & coordinator

Bacolod, Philippines

24/7 Customer Philippines, Inc. Jan ’12 – Oct ‘12

customer service specialist

Manila, Philippines

Focus Direct, Inc. Aug ’11 – Dec ‘11

customer serviCe representative

Bacolod, Philippines

Prestige Real Estate Jul ’10 – Oct ‘10

hr/recruitment administrator/ stock&document

controller/ executive asst./ recruitment administrator

Dubai, U.A.E.

Kasla Energy Philippines, Inc. Jul ’08 – May ‘10

admin & hr officer/administrator

Bacolod, Philippines

Sykes Asia, Inc. Jan ’05 – Jun ‘08

Team Manager for Newly Hired Agents – Mail Tech

Subject Matter Expert / L2 – Microsoft Mail Tech

Tech. Support Representative – Windows Live Hotmail

Tech. Support Representative – MSN Hotmail

Manila, Philippines

Mactan Online & Co. – ISP Jan ’00 – Dec ‘04

sales & marketing manager

Graphic & Layout Artist

internet subscription administrator

Education

university of st. la salle - philippines 1998 – 2002

Bachelor of Arts Major in Mass Communications

* Deans Listee Awardee (Yr. 1999-2000)

don bosco technical institute - Philippines 1994 – 1998

Secondary School

# Skills

* Internet savvy (Internet Explorer, browsers, software applications, operating systems, PC setup)
* Skills in Microsoft Office Applications e.g. MS Word, Excel, Power Point, Excel
* Self-motivation and ability to take the initiative
* Strong Customer Service Skills; Good Team Player
* Ability to work Under pressure; Good Organization, with attention to details
* Knowledge of and/or experience with e-mail clients such as Microsoft Outlook and Windows Mail
* Quick Learner, keen to learn and improve skills

# personal description

|  |  |  |
| --- | --- | --- |
| Nationality | : | Filipino (Philippine Passport Holder) |
| Availability to Join | : | Immediately |
| \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* | | |
| Visa Status | : | Visit Visa (*valid until Aug. 14, 2017*) |

* Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.
* Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.
* Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude.

# REFERENCE

*Available upon request.*