** LYJEE**

**LYJEE.371557@2freemail.com**

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**OBJECTIVE:**

 To contribute my skills and knowledge I have acquired in your good company so as to explore better career opportunities.

**PROFESSIONAL PROFILE:**

 A highly motivated, organized and honest person to work with. An experience for more than 5 years + working and handling customer care, Receptionist and office related works. I possess an optimistic trait that can be able to balance between work and personal side. A hardworking woman who can be able to perform a multi-tasks with less supervision under pressure.

**KEY SKILLS:**

* Proficiency in Microsoft office (word, excel, powerpoint, outlook, etc.)
* Good oral and written communication skills
* Experienced and quickly learn office basics including, printers, Fax machine, Scanner and photocopier
* Good in managing client relationship

**PROFESSIONAL EXPERIENCE:**

**Admin Assistant/ Receptionist/Secretary**  **May 2008 – June 2010**

Tonton TTM Training Center, Inc.

Doña Luisa Bldg., Cebu City Philippines

**Business Outline**

A training Center for a Thai massage that offers a native Thai herbal courses that includes Body Massage, Foot Massage, Acupressure for those who would love to learn a classic kind of therapy.

**Key Responsibilities**

* Welcome and greet with a smile to all the clients coming in and out in the office
* Handling customer inquiries and promoting the courses being offered
* Prepare all the needed documents for the new enrollees
* Who facilitate the students from the start to end of their training
* Maintain an organized filing system
* Maintain the accuracy of the files, have them file accordingly
* Receiving an incoming and outgoing customer inquiries over the phone
* Receive, direct and passes on telephone fax messages
* Operate photocopier, printer and scanner
* Maintain a sufficient record of the office supplies
* Record all the petty cash expenses being out
* Manage to inquire quality and cheaper office supplies from the supplier
* Assist the billing and extra payments of the students
* Ensuring the students to learn the training and licensed trainer will conduct a physical exam.
* Prepares all the certificate of completion to be issued to the students who are able to pass the training exam and have them signed by licensed practitioner

**Sales Assistant/Office Clerk/Purchasing Staff Aug. 2010 –Dec. 2010**

Cebu Champion Hardware, Inc

#11 Pres. Quirino, Villa Aurora

Cebu City, Philippines

**Business Outline**

A retail hardware company that supply various quality housing and building materials that includes Cement, wood, Paint, kitchen set, toilet set. Selling electrical equipment, motor equipment and etc.

**Duties and Responsibilities**

* Operating POS system and cash register every transactions in the shop
* Prepare sales invoice once transactions is being processed at the back Office
* Operating Scanners, photocopier
* Calling the supplier for price quotation inquiries
* Ensure to purchase the sufficient quality stocks for the shop
* Receive and passes on telephone fax call and messages
* Follow up the stocks from the cargo freight forwarded from the supplier
* Always maintain the sufficient number of stocks to avoid customer dissatisfaction and delay of orders

**Appraiser/Cashier/Operation Front Liner Jan. 2011 – Jan. 2014**

Prime Asia Pawn and Jewelry Shop, Inc.

Poblacion, Carcar City, Cebu Philippines

**Business Outline**

A store which offers loan in exchange for personal property as equivalent collateral. If the loan cannot be repaid on time, the collateral may be liquidated. It will be good as unredeemed items and to be sold to the public. The shop also offers teacher’s loan, Foreign Currency Exchange, travel ticketing outlet. It also offers remittances both sending and receiving money local and international services.

**Duties and Responsibilities**

* As an appraiser I’m the primary front liner who gives thorough appraisal and determine the worth of an item being loan such as Gold jewelry and Modern gadgets and mobile phones.
* After the appraisal the corresponding loan amount equivalent to the item will be released to the pawner in exchange to the collateral
* Ensure the safety and proper storage of the items inside the vault
* Always prepare the accuracy of the items being pawned
* Keeping a good and accurate record of the loan for future purposes
* Perform a cashiering task for every customer transactions
* Maintain a well-organized filing of the documents, chronologically
* Record all the transactions in the journal ledger for future references

**Crew Member/Cashier/Party Host September 2014 - 2016**

Pizza Inn, Oman

Muscat Oman

**Duties and Responsibilities**

* Greet with a smile to all the customers coming in and out of the Store
* Giving menu and taking note once the customer is ready to order
* Ensure to give a good service by serving our delicious food on time
* Taking extra careful for the especial orders of the customers to avoid any complain
* Always being attentive to what customer demands and wishes
* Preparing all the green salad on the salad bar daily
* Answering delivery order over the phone and take away order
* Setting up needed materials and decorations for the scheduled birthday such as balloon set up, tables and chairs, the number of pax to accommodate
* Party host every time there is a birthday party, preparing fun and exciting games for the kids. Touring the kids in the kitchen and teaching them the basic way of making pizza.
* Ensuring the kids to really enjoy the party and give them a satisfaction especially to the parents

**EDUCATIONAL BACKGROUND:**

Tertiary : **BUSINESS & OFFICE TECHNOLOGY** 2007-2009

Mary Our Help Technical Institute for Women

 Km. 17 Tunghaan, Minglanilla Cebu

Secondary : Carcar Central National High School 2005-2006

 P. Nellas St., Carcar City, Cebu

Primary : Upland Elementary School 2001-2002

Pob. I Carcar City, Cebu