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**JACQUELYN**

Jacquelyn.373316@2freemail.com

**OBJECTIVES:** To work in a highly reputable organization that will provide a different working experience, International cultural job exposure that enables me to develop my skills to become globally competitive and to contribute significantly towards the company’s growth in attainment of its mission and vision.

**QUALIFICATIONS:**

* Ability to work in diverse team and to communicate well with others.
* Dedicated and hardworking individual.
* Versatile, Honest and Responsible

**SKILLS:**

* Oriented in Microsoft office, word, excel, and power point.
* Good in Interpersonal skills.
* Good in oral and communication skills.

**JOB EXPERINCES:**

**Lala Land Amusement Arcade**

Uptown Mirdif Dubai

RECEPTIONIST

**DUTIES AND RESPONSIBILITIES:**(assisting customers, answering phone calls, sending and replying to emails, handling cash, sending quotation, filing of company documents, encoding invoices, printing and scanning)

**WIPRO BPS**

Gagfa Tower PanagdaitMabolo Cebu City Philippines

TICKET RESERVATION/CALL CENTER AGENT (2016-2017)

**DUTIES AND RESPONSIBILITIES:**taking inbound and outbound calls, answering inquiries, booking ticket, handling complaints

**QUALFON PHILIPPINES**

Asiatown IT Park Lahug Cebu City

CHAT SUPPORT AGENT (2015-2016)

**DUTIES AND RESPONSIBILITIES:**Sales account, selling telecom products, replying to inquiries, handling customer’s concerns.

**N&DL DAIWA LOCKS**

KaishiYamanashiken Japan

ASSEMBLER/MACHINE OPERATOR

**DUTIES AND RESPONSIBILITIES:**Production works, making locks and keys

**XEROX COMPANY PHILS.**

Asiatown IT Park Lahug Cebu City

DATA ENTRY OPERATOR (2008-2011)

**DUTIES AND RESPONSIBILITIES:**Medical Account, encoding patient and insurance information

**PERSONAL INFORMATION:** I am currently residing in Rashidiya Dubai, UAE. I’m Single with one daughter, born in Cebu City, Philippines on September 30, 1989.

**EDUCATIONAL BACKGROUND:**

**ST. PAUL COLLEGE FOUNDATION, INC.**

Computer Secretarial

(2006-2008)

**VOCATIONAL EDUCATION:**

Food and Beverages Services NC11

University of Southern Philippines Foundation

**CHARACTER REFERENCES:**Available upon request

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

Applicant Signature