**Curriculum Vitae**



**Name : Prexy**

**Address: Ajman, United Arab of Emirates**

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**Career Objective:**

Seeking a position to utilize my skills and abilities in a company that offers professional growth while being innovative flexible.

**Personal Summary:**

Bachelor Degree of Criminology, I’m a fresh college graduate with work experience in Customer Service/Receptionist.

A challenging role dealing with customers being motivated to maintain customer satisfaction and contribute to company success. Reliable and driven, with strong time management and prioritization abilities.

A polite, friendly and extremely capable receptionist, with a passion for delivering excellent administrative support. I hold excellent communication and listening skills that allow me to communicate successfully with all clients and guests, face-to-face and over the phone.

Outgoing and detail-oriented proficient at building and maintaining professional relationship. Though my degree is not related to my experience, I strive to achieve the best in all areas, and I am always eager to learn new skills and advance my career and I am keen to build upon my knowledge and continue to learn.

**Work Experience:**

**Company Name:** Cignal Cable Davao Company: Cable and Satellite Services Business

 (May10, 2016-December 30, 2017)

**Position:** Customer Service/Receptionist

**Responsibilities and Duties:**

* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
* Receiving and sorting daily mails and inquiries.
* Answering and screening and forwarding incoming calls.
* Direct visitors to the appropriate person and office.
* Identifying and assessing customers’ needs to achieve satisfaction.
* Provide basic and accurate information in-person and via phone/email.
* Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution. Keep records of customer interactions, process customer accounts and file documents.
* Order front office supplies and keep inventory of stock.
* Update calendars and schedule meetings.
* Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.
* Follow communication procedures, guidelines and policies.

**Skills:**

* **Professionalism**
* **Communication Skills**
* **Organization**
* **Computer Skills** Proficient with MS Word, Microsoft Outlook and Basic Excel
* **Email, Social Media**
* Documentation
* **Multitasking Capability**
* Administrative Support
* Filing
* **Technology Skills**
* Front Desk Operations

**Educational Background:**

**High school:** Saint Michael School Of Padada

Year: 2009-2012

**College:** Polythicnic College of Digos City

**Course:** Bachelor Science in Criminology

Year: 2012-2016

**Other Information:**

**Date of Birth:** November 17, 1995 **Visa Status:** Visit Visa

**References:** Available upon request **Nationality:** Filipino