JESSIL

Jessil-394847@2freemail.com

Objective: "To obtain d challenpinp position with a dynamic and prowth oriented orpdnization and to secure a position consistent with my skills and b¿Ickpround that will utilize my interpersonal skills, experience and Abilities while providing opportunities for professional expansion."

WORK EXPERIENCE

### CUSTOMER SERVICES REPRESENTATIVE

Company: SYKES ASIA

Provided answers to dll the queries that involves the product assigned.

##### Answered calls for complaints and provided solutions as well.

Determines eligibility by comparing client informdtion to requirements.

Establishes policies by entering client information; confirming pricing.

Informs clients by explaining procedures; answering questions; providing information.

Maintains communication equipment by reporting problems.

##### Accomplishes skies and orpanizinp the completion of the order

ADMINSTRATIVE STAFF

Company: SOUTH MERVILLE SCHOOL

Maintain records of goods ordered and received

In charge of collecting details for students upon enrollment

##### Procurement and dispatch of books for students Distribution of materials for students

SOFTWARES

Microsoft Office Computer skills

# SKILLS

Customer Service - Reasonably Experienced Teamwork - Reasonably Experienced Flexibility - Reasonably Experienced

#### Time Management - Reasonably Experienced

HOBBIES

Reading Books

##### Watching Movies & TV

LANGUAGES

ENGLISH TAGALOG

# PERSONAL INFO.

EDUCATIONAL BACKGROUND

## College Graduate

EASTEN VISAYAS STATE UNIVERSITY—

### CARIGARA CAMPUS

BACHELOR of SCIENCE IN ENTREPRENEURSHIP

Date of Birth: 21

#### February igg6

Nationality: Filipino

” Visa Status: Visit Visa ” Age:23 yrs/Old

Marital Status: Single

Religion: Roman Catholic

Height 5'2”

*REFERENCE AVAILABLE UPON REQUEsT.*

*I hereby' certi*fy *that the* afiore *in*fo*rmation iy true and correct to the test ct'my' knowledge and fiefief.*