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**PRINCESS**

***Email:*** ***princess.369616@2freemail.com***

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**CAREER OBJECTIVE:**

To provide excellent customer service skills in any setting that can contribute to the attainment of the company’s mission and vision.

**SKILLS**

* Proficiency in oral and written English communication, basic computer skills such as Microsoft Word, Excel, and Powerpoint, basic accounting skills, and record keeping and office organization skills. Time management
* Ability to prioritize and execute task in a high pressure environment.
* Multiple priorities handling
* Highly organized and used to working to tight deadlines.

**EXPERIENCE**:

#### **sales associate**

#### **MRF International general trading, llc (UAE) •**

#### **May 24, 2015 – janUARY 26, 2017**

* Assists clients and ensures prompt and excellent customer service
* Maintains records of daily sales and expenses

#### **sales associate**

**GLOBE TELECOM OPERATION**

**FEB. 01, 2014 – MARCH 10, 2015 PHILIPPINES**

* Assisted cluster supervisor in day to day operations
* Assisted the supervisor on all Internal Administrative and after sales customer service
* Processed all agents (Direct Sales Personnel) paper works or documents
* Provided secretarial works to the supervisor when necessary; like preparing memos, minutes of meeting, and correspondence with the client and the management
* Monitored the daily operations of each agent and make sure that all Monthly Targets are being met to the highest standards
* Submit weekly reports to company’s Operating Manager and to the representatives of Globe Telecom

#### **customer service personnel**

#### **nursing consultancy & development center (Philippines)**

#### **JAN. 15, 2008 – JAN. 24,2014**

* Assists clients which includes giving prompt and accurate answers to their queries and providing customer assistance in various aspects
* Maintains records of clients’ individual and company files
* Encoding and editing of office documents using Microsoft Word, Excel and Powerpoint software applications

#### **owner/manager • crism convenience store • 06/2001 – 01/2008**

* Manages a self-owned small-scale business
* Engages in customer assistance
* Performs basic accounting skills

#### **bs computer science • 1996-2000 •**

#### **mcn computer college, tuguegarao city, philippines**

Completed 4-year academic requirements

#### **secondary education • 1991-1995 •**

#### **northern cagayan colleges, ballesteros, cagayan, philippines**

Graduated from a four-year secondary (high school) education

**Gender**: Female

**Marital Status**: Single

**Nationality**: Filipino

**Date of Birth**: January 18, 1978

**Religion**: Christian

**Visa Status:** Visit visa ­­­