

Objective

To join a dynamic & progressive organization offering opportunities for diversified exposure, and enhancement of professional skills and career growth, where I can maximize my customer service experience in a challenging environment, in order to achieve further corporate goals.

Summary

Profile: Nationality: Current Location: Preferred Location: Salary Expectation:

Female, 40 Philippines Abu DhabiUAE UAE Negotiable



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+971501558013

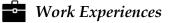
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TOURIST CLUB AREA ABU DHABI

JENNIFER P. JACINTO

Receptionist / HR Assistant / Customer Service Representative/ Cashier



FRONT OFFICE COORDINATOR / ACCOUNT ASSISTANT*Emirates Madina Group (EMG)* MARCH 2015 - UP TO PRESENT

EMG have strong presence in retail business in UAE and Oman with Hypermarkets, Supermarkets and Department Stores with 25+ outlets over the past 10 successful years of journey.

Responsibilities

- Manage reception area, including greeting visitor and responding to telephone an in-person request for information.
- Copy and encode new cheques, ready for release from account department.
- Separate cheques that are "ON HOLD" and need clearance confirmation from marketing or accounts department.
- Separating and filling cheques according to branches.
- Organize and file invoices.
- Release cheques to the suppliers and make sure all the details are correct.
- Manage all the applications on company's website, print out all qualified applicants and call for schedule interview.
- Before the end of the day, make report of all the cheques that has been issue on that day.

HR ASSISTANT/ RECEPTIONIST

ALR Manpower and General Services, Inc. | Philippines 2011 - 2015

ALR Manpower and General Services, Inc., A duly licensed employment agency established in February 2005.

Responsibilities

- Maintain the front desk and reception area neat and organized.
- Received and distributed faxes and mail in a time manner.
- Support human resources processes by administering tests, scheduling appointments, conducting orientation, maintain records and information's
- Maintain employee information by entering and updating employment and status change data.
- Provides secretarial support by entering, formatting, and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies.
- Provides payroll information by collection time and attendance records.

Professional Skills

- ✓ Quick Learner
- ✓ Highly motivated with excellent communication skills.
- ✓ Flexible
- ✓ Detail Oriented
- ✓ Loyal and Discreet
- Ability to work under pressure
- ✓ Pro-active and selfmotivated
- Highly Organized

Technical Skills

MICROSOFT WORD	ullet		
EXCEL			
POWER POINT		lacksquare	
РНОТОЅНОР			

Communication

FILIPINO
ENGLISH
ARABIC

Native Fluent Learning

CASHIER / SERVICE CREW KFC (Kentucky Fried Chicken Corp.) | Philippines 2009 – 2011

Responsibilities

- Greet and welcome the costumer
- Take order and process customers order
- Process bills for the customer and also issue them receipts
- Pack foods ordered by customers and serve them in the most efficient manner
- Help cleans dishes and helps to drop off condiments, beverages, and foods.
- Provide helpful answers to queries or questions proffered by customers

CASHIER / SERVICE CREW Jollibee Foods Corp. | Philippines 2007 - 2009

Responsibilities

- Greet and welcome the costumer
- Process the order, generate bills and answer guest queries about deal offers and service time.
- Clean up the tables after the guest leaves and set them for the next customer.
- Pack and serve warm food efficiently, in accordance with the order
- Cash handling



BS COMPUTER SCIENCE

Jose Rizal University | Mandaluyong, Philippines Undergraduate

HIGH SCHOOL

St. Ignatius of Loyola School | *Taguig, Philippines Graduate*