

MARRIANE BRAVIO MAHILUM**Al Murraqabat, Dubai, UAE****Mobile: 0506966938/0553105785****Email: mahilummarriane@yahoo.com****CAREER OBJECTIVES:**

Seeking a mid-career level position in a corporate environment where my diverse business knowledge and experiences, skills in communication, research, organizational, problem solving and a passion for administration can support in the efficient growth and profitability of a multi-cultural organization. Self-motivated, pro-active and results oriented, well-disciplined with ability to manage multiple assignments efficiently, and ability to work under extreme pressure while meeting tight deadlines.

PROFESSIONAL EXPERIENCE – UAE:

Organization

KAWAN HARDWARE TRADING LLC

Period

FROM FEBRUARY 2019 – APRIL 2020

Designation

ASSISTANT ACCOUNTANT/OFFICE ASSISTANT

Responsibilities

- ✓ Responsible on handling the customer outstanding balance.
- ✓ Track the customer's balances and payment every end of the month.
- ✓ Responsible in issuing receipts and cheques for the supplier.
- ✓ Prepare and arrange documents for receiving supply or cargo from the supplier for releasing from port.
- ✓ Responsible of filling the VAT.
- ✓ Responsible of making employees salary through WPS.
- ✓ Responsible in Bank Reconciliation.

PROFESSIONAL EXPERIENCE - PHILIPPINES

Organization	WNS GLOBAL SERVICES PHILIPPINES INC.
Period	FROM OCTOBER 2016 - DECEMBER 2017
Designation	CALL CENTER INBOUND/OUTBOUND SALES REPRESENTATIVE
Responsibilities	<ul style="list-style-type: none">✓ Answers incoming calls from customers.✓ Answers inquiries and questions.✓ Handle customer questions.✓ Research required information using available resources.✓ Enter new customer information into the system.✓ Provide customers with product and service information.✓ Manage and resolve customer complaints.✓ Selling and up selling different products and services.✓ Handling customer payments through cards.✓ Ensuring safety and confidentiality of customer information.✓ Booking and managing airline tickets, hotels, travel and tours.✓ Making outbound calls to subject customers and offering services.

PROFESSIONAL EXPERIENCE - PHILIPPINES

Organization	JANIUAY JIBOLO DAY CARE CENTER
Period	FROM MARCH 2015 – NOVEMBER 2015
Designation	TUTOR
Responsibilities	<ul style="list-style-type: none">✓ Providing Introductory to Basic English Language with children ages 5 – 8 years old.

PROFESSIONAL EXPERIENCE - PHILIPPINES

Organization	JANIUAY NATIONAL COMPREHENSIVE HIGH SCHOOL
Period	FROM NOVEMBER 2012 – FEBRUARY 2014
Designation	PRACTICE TEACHING (OJT)
Responsibilities	<ul style="list-style-type: none">✓ Preparing & discussing the lessons.✓ Giving exams✓ Computing grades.✓ Making lesson plans and visual aids.✓ Guiding the students to learning.

CAREER LEVEL:

Career Level:	Mid-Career (over 2 years' experience in the Philippines)
Notice Period:	Immediate

EDUCATIONAL BACKGROUND

TERTIARY

West Visayas State University- Janiuay Campus	Bachelor of Secondary Education (English)	June 2012 – June 2013
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SECONDARY

Batasan Hills National High School	June 2006 – March 2009
IBP Road, Batasan Hills, Quezon City	

PRIMARY

Commonwealth Elementary School	June 2000 – March 20006
Commonwealth Quezon City	

AREAS OF PROFESSIONAL STRENGTH

- Ability to face Any Critical Situations.
- Learning New Technologies.
- Computer Literate.
- Fast learner and willing to learn more.
- Good communication skills.
- Can work under pressure.
- Can do multiple tasking.

PERSONAL INFORMATION:

Nationality: Filipino
Present Location: Al Murraqabat (UAE)
Birth date: 20-08-1992
Marital Status: Single
Permanent Address: Jibolo, Janiuay, Iloilo City Philippines

LANGUAGE:

✓ English	Read	Write	Speak
✓ Filipino	Read	Write	Speak

I hereby certify that the above information is true and correct to the best of my knowledge and belief. Therefore, I have no objection for any reference check that may be conducted by any prospective employers.

Signature of Applicant
Marriane B. Mahilum