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| A person in a black suit  Description automatically generated with low confidence |  | **Oftana,** **Rhena ETHEL** |
| objectiveAn astute learner seeking a position where my education, qualification, and acquired skills will be utilized to improve the company’s overall performance. I am a well-rounded person who worked in several industries in Sales and BPO. With more than three years of experience resolving complex customer inquiries. Passionate in building strong relationships with clients.CELLULAR PHONE:0561625684WhatsApp:0561625684EMAIL:pjohnj oftanarhena@gmail.comADDRESSCity Season Hotel, Block B, Flat No. 403 B, Electra St., Abu Dhabi, UAEinterestMusicSurfing the InternetPet LoverSkillsExcellent ListenerPoised under PressureAdaptabilityCommunicationTime ManagementTeam Player |  | WORK EXPERIENCE**March 2, 2023- Present****Crew**CinnabonAbu Dhabi**August 20, 2021- March 2, 2023** **Credit Controller**Tech Mahindra FILINVEST 17th Floor, I.T. Park, Apas, Cebu City**June 15, 2020- June 15, 2021****Claims and Arbitration Staff**PG GLOBAL JET Express IncNorkis Group of Companies, A.S. Fortuna St., Mandaue City, Cebu**October 19, 2018- September 6, 2019****Customer Service Representative**FIS Global SolutionsFILINVEST 6th Floor, I.T. Park, Apas, Cebu City**June 12, 2017-September 15, 2018****Service Crew**McDonalds Emall (Golden Arches Development Corporation)N. Bacalso Avenue corner Leon Kilat Street, Cebu CityEDUCATIONCebu Institute of Technology - UniversityBachelor of Science in Business Administration Major in Management Accounting PROFESSIONAL CERTIFICATION**National Certificate II Passer- Housekeeping**Certificate No.: ORB-93-941-07022-001Issued Date: July 22, 2022Valid until: July 21, 2027REFERENCES*Available upon request* |