



PROFILE

Dependable and efficient with three years' experience in giving exceptional customer service. Willing to learn new skills to ensure the best quality of work. Proficient in using MS Word, Excel and Email.

CONTACT

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HOBBIES

Physical Fitness and Weight Lifting
Crypto Currency Trading and Investing
Spear Fishing

KHENAN OCTUBRE

EDUCATION

Baguio College of Technology

06/2011 – 03/2013

Bachelor of Science: Associate in Information Technology

WORK EXPERIENCE

Royal Catering - Office Support at ADNOC Headquarter

08/2019–Present

Scan, print, and receive documents and files. Check all the complains of staff and report to the management. Answers all the queries of the staff and visitors. Prepare requisition for kitchen stocks and monitor supplies inventory. Coordinate with maintenance cleaners, receptionists, security guards. Serve directors, staffs, visitors. Setup buffet tables and arrange foods. Prepare coffee tea and juices.

Bin Fadel Group LLC - Office Support (Baniyas, Abu Dhabi)

11/2018–06/2019

Answered, screened and forwarded phone calls. Monitored and maintain office supplies. Assisted the receptionist, accountants, admin staff in performing their duties.

New Media Services - Moderator/ Customer Service (Philippines)

09/2015–08/2018

Catered the needs of American, Australian, British customers via chat. Replied to chat inquiries within the given time frame of two minutes. Engaged with customers in a polite way and made sure the customers were happy. Detected any kind of bugs and errors by testing new versions of the messaging platform. Scanned all the customer profiles for duplicates and scams

Jham-C Café – Computer Shop Attendant (Philippines)

09/2014-09/2015

Provided encoding, printing and downloading services. Installed and maintained computer games. Troubleshoot computer problems.

SKILLS

Computer Literate, Social Media Advertising (Facebook, Twitter, Reddit), Computer Troubleshooting, Data Entry (Typing Speed-60 Words Per Minute), Good Interaction Abilities, Admin Tasks