CURRICULUM VITAE

GRACE SALAZAR DAVAO
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Dubai- U.A.E

Post Applied for Receptionist

Career Objective

Driven and eloquent receptionist with strong grasp in client communication. My strong acumen in administrative procedures will be very beneficial in giving sound and quality service to the inquiring clients.

Personal Information

Gender	:	Female
Date of Birth	:	04/10/1984
Relationship status	:	Single
Nationality	:	Philippines
Language	:	English, Tagalog
Passport No	:	P7202444B
Visa Status	:	Cancelled Visa

Education

❖ College (Under Graduate)

: Financial Education at Aski Global Limited Singapore Course completed

: Bachelor of Science in Industrial Education

: Cotabato City State Polytechnic College

Experience

❖ **Telemarketer/ Receptionist / Coordinator**
2018-2020

Duties & Responsibilities

✓ Welcoming Clients and applicants and erase how I may help you attitude.
✓ Assist with other administrative and project requirements if needed
✓ Creating contents ,in clouding text post ,videos and images for use on social media
✓ Ability to multitask and prioritize daily workload
✓ Exercise indecent decision making and action in the performance of assigned tasks and duties

❖ Customer Service Representative/ Sales Associate
VX1 Global Holdings 2015-2017

Duties & Responsibilities
- ✓ Billing and sales specialist
- ✓ Dealing with complaints in a timely manner.
- ✓ Educate the customer and provide proper solution and address them accordingly.
- ✓ Excellent in oral and written communication skills.
- ✓ Ability to take initiative and work independently
- ✓ Strive to improve customers satisfaction through customer service

Skills

- ❖ Excellent communication skills
- ❖ MS Word, Excel, Power point
- ❖ Great customer skills
- ❖ Uncommon ability to solve problems
- ❖ Knowledgeable in administrative procedures
- ❖ Adopt in using computer
- ❖ Skilled in communication letter

Declaration

I do hereby certify that the above information is true and correct to the best of my knowledge.