

Hazelle Grace C. Nakahira

Downtown, Dubai

Mobile: 052 869 6440

Email: hazelle_142k3@yahoo.com



Career Objective: To utilize my communication skills, demonstrate resourcefulness, and assume responsibility in a service-oriented company.

Work Experience

Herald Land Real Estate Brokers LLC, Dubai
Marketing Department – Call Center Agent

February 2019 – Present

Ayla Hotels and Resorts, Al Ain
Marketing Department – Call Center Agent

July 2019 – February 2019

Student Care and Assistance In-Charge
/ Marketing
Asia Pacific Caregiver and Healthcare Training
Center, EDSA., Quezon City

April 2016 – June 2017

Customer Service Representative
(JP Morgan & Chase)
Teleperformance Philippines
McKinley Parkway, Taguig City

Sept. 2015 – March 2016

Administrative Staff/ Japanese Language Trainer
Nikkeijin Language & Education Center
Foundation Inc., New Manila, Quezon City

Dec. 2014 - June 2015

Telemarketer
Mosbeau Philippines Inc.
Rufino Towers, Makati City

Jan. 2013 – Mar. 2013

Training and Certificate

2013

English Language Training June 18-July 10, 2014

Bachelor of Science in Business Administration
Major in Management SY 2002 – 2005
University of the East
C.M. Recto, Manila

Nazarenus College Foundation SY 1998 – 2002
Ibayo, Marilao, Bulacan

St. Andrew School Montessori Inc. SY 1992 – 1998
Poblacion II, Marilao, Bulacan

- Multi-lingual, proficient in foreign languages - English and Japanese
- Outstanding ability to perform several tasks at once
- Has good salesmanship skills
- Knowledgeable in handling customer queries and other customer concerns
- Able to conduct product orientation and services
- Knowledgeable in MSOffice and Internet

- English Language Training (ELT), Korphil IT Center, TESDA-RTCC
- Japanese Language Proficiency Test (JLPT) N5 Passer
- Hiring Effective Employees, UE-Manila
- Managing A Small-Scale Business Enterprise, UE-Manila
- Entrepreneurship, UE-Manila

Date of Birth	:	December 03, 1985
Place of Birth	:	Marilao, Bulacan, Philippines
Age	:	35 years old
Civil Status	:	Married
Religion	:	Roman Catholic
Height	:	157cm
Nationality	:	Filipino