

JANELLA P. CAPALAD

ROOM 602

ABU SHAKRAH BLDG

AL MAKTOUM ROAD

DEIRA DUBAI. UAE

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SKILLS

TAGALOG - ENGLISH

To be able to develop my skills and knowledge.

To be able to grow professionally with the company where I can establish my root.

WORKING EXPERIENCE:

POLICY HOLDER

FIRST INSURANCE BROKERS COMPANY

MAY 2021 UP TO PRESENT

- ✚ Applying a policy.
- ✚ Renewing or amending existing policies for clients.
- ✚ Advising clients on making claims on their policies.
- ✚ Collecting insurance premiums.

SALES REPRESENTATIVE / TRAVEL AGENT / RECEPTIONIST

GARNET TOURISM LLC

JULY 2020 – MAY 2021 – DEIRA CITY CENTRE

- ✚ Developed and maintained outstanding relationships with clients and exceeded them.
- ✚ Expectations for customer service while securing their travel arrangement.
- ✚ Carefully listened to and assessed client's need in order to create a match for their vacation plans.
- ✚ Demonstrated consistent ability to close sales and achieve high productivity.

SALES REPRESENTATIVE / TRAVEL AGENT / RECEPTIONIST

PINOY TOURISM TRAVEL AGENCY

NOVEMBER 2019 – JUNE 2020 – BURJUMAN

- ✚ Developed and maintained outstanding relationships with clients and exceeded them
- ✚ Expectations for customer service while securing their travel arrangement.
- ✚ Carefully listened to and assessed client's need in order to create a match for their vacation plans.
- ✚ Demonstrated consistent ability to close sales and achieve high productivity.

WAITRESS / KITCHEN STAFF

8 KINGS BUFFET RESTAURANT AND COFFEE SHOP

APRIL 2018 – JULY 2019 MEYCUAYAN BULACAN

- ✚ Provide the perfect service experience for every Guest.
- ✚ Ensure the Guest feels important and welcome in the restaurant.
- ✚ Present menu, answer questions and make suggestions regarding food and beverage.
Pre-bus tables; maintain table cleanliness, bus tables.
- ✚ Report to property on time and in proper uniform.

SALES

BENCH

JULY 2019 – OCTOBER 2019 – SM VALENZUELA CITY

- ✚ Customer Service
- ✚ Listening to Customer suggestion
- ✚ Weekly/Monthly Inventory Promoting
- ✚ Product/Brands

EDUCATION

- ✚ School: Access Computer and Technical College (Meycuayan)
- ✚ Address: 4/F & 5 /F PMS Building, Mac Arthur Highway, Brgy, Saluysoy, Meycuayan, Bulacan
- ✚ Attended: 2017 — 2019

PERSONAL DETAILS

- ✚ Age: 21 years old
- ✚ Date of birth: April 14 2000
- ✚ Gender: Female
- ✚ Nationality: Filipino

JANELLA P. CAPALAD