



PRINCESS COSTELO

Curriculum Vitae



X20 England Cluster International City Dubai



0547533067



pmolyneux6@hotmail.com

Team worker, relates well with people; analytical, assertive, organizes work well enough; speaks my mind out; awareness and sensitivity to people's feeling, a good friend and a cheerful person with positive disposition.

SKILLS

- ❖ Strong communication skills
- ❖ Excellent ability to adapt to difficult situations.
- ❖ Detail oriented
- ❖ Capable problem solver
- ❖ Good organizational skills
- ❖ Working knowledge of visual basic
- ❖ Time and project management

QUALIFICATIONS

- ❖ Extremely pleasant personality with the advent of good physique
- ❖ Excellent communication skills with absolute politeness in verbal conversation
- ❖ Immense exposure to the fast paced and high profile work environment through past work experiences
- ❖ Good customer service skills with orientation of complete customer satisfaction
- ❖ Proper conversation and coordination with other team members
- ❖ Complete and neat information of the safety measures to be applied in case of emergency situations.

PERSONAL INFO

Nationality: Filipino
Birthday: 11/14/1981
Civil Status: Single
Height: 5'4 ft.
Visa Status: Residence

EDUCATION

B.S in Office Management University of Batangas Philippines Graduated 2002

Secondary

Saint Rafael High School Abade Ilog Occidental Mindoro Graduated 1998

WORK EXPERIENCES

The Thought Factory (Etisalat Channel Partner)

Silver Tower JLT

Tele-Sales Representative

February 2021- Present

- Calling data from company
- Assisting customers via telephone calls with their needs of Etisalat home wifi
- Helping company with calls validation as per Etisalat policy
- Meeting sales quota in monthly basis

AL Hosani Group Travel and Tourism

International City Indigo Building

Receptionist / Sales Representative

December 2020

- Answering phones in proper way
- Greeting the customers in a friendly way.
- typing, filing, sorting and handling incoming and outgoing mail

Bizilance Consultants

Churchill Tower Business Bay

Executive Secretary

January 2019

- Perform general office duties.
- Answering phones,
- Greeting the customers in a friendly way.
- typing, filing, sorting and handling incoming and outgoing mail.
- Provide administrative support to the Manager including scheduling meetings, preparing materials, drafting correspondence.

Dorf Ketel Chemical FZ.

Dubai Silicon Oasis

Receptionist / Admin Assistant

January 23, 2013 – January 2019

- Perform general office duties.
- Answering phones,
- Greeting the customers in a friendly way.
- typing, filing, sorting and handling incoming and outgoing mail.
- Provide administrative support to the Manager including scheduling meetings, preparing materials, drafting correspondence.

Arabian Gulf Company

Taheel Markaz Hospital

Al Hail Saudi Arabia

Nursing Aide (April 11, 2009-May 18, 2010)

- Assist patients with daily activities and while some CNAs have additional responsibilities,
- Administering medication,
- Bathe and dress patient

Conservation International Philippines

PG-ENRO, Capitol Site Batangas City Administrative Assistant

2008- February 16, 2009)

- Assist CI field staff on their documentation needs during community consultations and meetings;
- Safekeeping of records and other pertinent documents during field activities;
- Upkeep of CI office at the Provincial Government Environment and Natural Resources Office in Batangas City.
- Facilitate scheduling of activities with project partners;
- Provide assistance to CI field staff as need arises

Office of the City Counselor

P. Burgos Street, Batangas City

Secretary

(November 2004-April 2005)

- Perform general office **duties**.
- Answering phones,
- Greeting the public,
- typing, filing, sorting and handling incoming and outgoing mail.
- Provide administrative support to **counselors** including scheduling meetings, preparing materials, drafting correspondence.

PKI Company-Pilipinas Kyoritsu Incorporated

IlInusloban, Lipa City Assembly-Taping Operator

(June-August 2005)

- Place fully assembled items in boxes and bins after they come off the assembly line, then sort these items into their designated locations.
- Monitor the assembly line and related machinery for proper
- functionality.
- inspect and test finished items to ensure they have been correctly assembled.
- Load products and pieces slated for assembly onto the line and load fully assembled, boxed products into their designated locations.

Princess Costelo

Applicant

