



MELYN C. LARGO

CUSTOMER SERVICE REPRESENTATIVE, CRM, BACK-OFFICE AGENT,
CUSTOMER EXPERIENCE COORDINATOR, AND EMAIL & CHAT SUPPORT.

CONTACT

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Al Rigga St., Deira,
Dubai, UAE

PERSONAL INFO



April 01, 1994



Single



Roman Catholic



Philippines

EDUCATION

2010 - 2014

UNIVERSITY OF MINDANAO

- AB Mass Communication
major in Broadcasting and
Journalism

LANGUAGE

- English - Fluent
- Tagalog - Expert
- Cebuano - Native

PROFESSIONAL QUALIFICATION

Resourceful and dedicated Customer Experience professional with over 9 years of progressive experience in customer service, client relations, and operations coordination across diverse industries including real estate, e-commerce, and legal services. Adept at resolving complex customer issues, supporting operational processes, and ensuring high satisfaction levels. Known for strong interpersonal communication, adaptability, and collaborative teamwork. Proficient in Microsoft Office tools and quick to learn new systems and platforms. Committed to delivering quality results and supporting business growth through excellent service and leadership.

WORK EXPERIENCE

- Blueground US** MARCH 27, 2023 — OCTOBER 18, 2024
CX Coordinator
- AWESOME OS** JUNE 12, 2016 — MARCH 25, 2023
CX Representative & POC
- Personal Collection** NOVEMBER 2015 — MAY 2016
Direct Selling Inc.
Branch Operations Supervisor
- O+ USA Customer** MAY 2015 — NOVEMBER 2015
Service Center
CS Associate
- De Manuel Law Office** FEBRUARY 2015 — APRIL 2015
Corporate Secretary
- IBEX GLOBAL** NOVEMBER 2014 — JANUARY 2015
CS Representative

SKILLS

- Excellent in Customer Service
- Strong Interpersonal and communication skills
- Good mastery of some CRM tools and all Microsoft operating systems
- Ability to learn and work with new applications and ideas
- Ability to work well with different personalities within a team setting
- Has a very good leadership