



GEMWIL VOLANTE.

OBJECTIVE

As a result-oriented I wish to Pursue a fruitful and rewarding career in your company with willingness, somay apply and develop myskills I wish would be use

SKILLS

- TIME MANAGEMENT
- PROBLEM SOLVING
- HARD WORKING
- SELF-MOTIVATED
- GOOD COMMUNICATION

PERSONAL INFO

- **DATEOFBIRTH:** MAY 31, 1993
- **NATIONALITY:** FILIPINO
- **GENDER:** FEMALE
- **MARITAL STATUS:** MARRIED
- **MOBILE NO:** 0523304971
- **VISA STATUS:** HUSBAND VISA
DEIRA DUBAI
- VOLANTEGEMWIL011@GMAIL.COM

EXPERIENCE

RECEPIONIST • ORVILLE REAL ESTATE • MARCH-2021 TO 2022 DUBAI

Greeting visitors. And Maintain scheduling for the client, and answer Phone calls and give information take a message, or transfer calls and assist the visitor or client. and helpful Manner.

RECEPIONIST • OFFICECOM BUSINESS CENTER • MARCH-2019 TO 2021 DUBAI

Greeting visitors. With a good vibes and answer call in a professional manner, and routing call as necessary Assisting clients in finding their way around the office and maintaining the supply in the office.

OFFICE GIRL • LIGHT SPEED • MARCH-2018 TO 2019 DUBAI

Organizing and Maintaining, Paperfiles Monitoring the cleanliness of office. Dealing with queries or request from the visitor and employee.

SALE'S • BAZZAR CLOTHING • MAY-2016 TO 2017 PHILIPPINES

Selling product and meeting customer needs while obtaining orders. Negotiating all contracts with prospective clients.

CASHIER • SM SUPERMARKET • APRIL-2015 TO 2016 PHILIPPINES

Greet and assist customer with final purchases, scanning coupons, and answered question at the checkout counter. Calculate money in cash drawers at the beginning and the ending of shifts to make sure that the amounts are accurate.

EDUCATION

UNDERGRAD • 2010-2011 • STA. TERESA DE AVILA COLLEGE

SECONDARY • 2004-2005 • KALAYAAN HIGH SCHOOL HIGH SCHOOL