

**Mylene Z. Hainto**

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**CAREER OBJECTIVE**

To be part of the continuous success of your prestigious company by means of contributing my competencies.

**WORK EXPERIENCE**

* **GULF INTERNATIONAL PRIVATE ACADEMY**

All Rounder

February 12, 2017 – March 20, 2019

***Duties as Registration***

* Receiving and answering questions of customers regarding admission and registration
* Registering students and recording their required data on ADEC’s system (eSIS) including student’s personal information, attendance records and transportation information.
* Issuing students continuation certificates, good conduct certificates, withdrawal certificates and getting them approved by the principal.
* Recording all prospect student’s information on the admissions section on the school SMS (iCampus).
* Setting up appointments for prospects students for placement tests and interviews with school leaders as per the school admission policy.
* Registering students in the transportation service.

***Duties as Clerical Tasks***

* Coordinating messenger and courier service.
* Receiving, sorting and distributing incoming mail.
* Monitoring incoming emails and answer or forward as required.
* Preparing outgoing mail for distribution.
* Maintaining office filing, storage systems and document scanning.
* Updating and maintaining data bases such as mailing lists, contact lists and students/parent’s information.
* Retrieving information when requested.
* Typing documents, reports and correspondence

***Duties as Cashier***

* Handling cash, credit or check transactions with customers
* Balancing the daily account at the end of each day.
* Checking the daily cash balance.
* Interacting with the customers that come to the counter and solving all their cash related queries.
* Maintaining daily account of the daily transactions.
* Reporting discrepancies they find within the accounts to the line manager.
* Handling fees collections.

***Duties as Front Desk***

* Answering phones and transferring calls to the appropriate staff members quickly and efficiently.
* Taking and distributing accurate messages.
* Greeting public and clients and directing them to the correct staff member and assisting them quickly and gently.
* Maintaining proper phone etiquette.
* Coordinating and organizing appointments and meetings
* Performing work related errands as requested.
* Keeping office area clean and tidy clear from and clutter or paper.
* Ensuring that the reception area is always neat, clean, well maintained and appealing.
* Ensuring office equipment is properly maintained and serviced.
* Performing all duties of a front desk officer and managing the appointments of the principal and other administrators of the campus.
* Ensuring the safety and the security of all students and ensuring that no students are loitering in the administration area as well as ensuring that no students leaves through the main entrance unaccompanied by his/her guardian.

***Handling all other tasks as mandated by the direct line manager of the school principal***

* **FUTURE INTERNATIONAL ACADEMY**

Shadow Teacher

October 2014 – June 2015

* **SWANKY**

Receptionist

July 2013 – October 2013

* **QUICK SEW (Cambodia Ltd)**

Merchandiser

Phnom Pehn Cambodia

June 2012 – March 2013

* **S&YOO Apparel Inc.**

Merchandiser

Phase 2 Peza Rosario Cavite

October 2010 – June 2012

* **DAEGYOUNG Apparel Inc**.

Assistant Accountant

Phase 4 Peza Rosario Cavite

November 2008 – September 2010

* **MYLA’S ACCESSORIES Inc.**

Sub-Con Coordinator

Bagong Tanyag BAgumbayag Taguig

December 2005 – September 2008

* **DAEGYOUNG Apparel Inc.**

Cutting Head Recorder

Phase 4 peza Rosario Cavite

May 2004 – November 2005

* **SAMMI’S EMBROIDERY Co. Inc.**

Encoder

Phase 4 peza Rosario Cavite

April 2003 – April 2004

* **WENDY’S SM ANNEX**

Store Marketing Assistant

Cubao

1997 – 1998

**EDUCATIONAL ATTAINTMENT**

Tertiary System Technology Institute (S.T.I)

Computer Programming

S.Y. 1993 – 1997

Secondary Tinajeros National High School

S. Y. 1990 – 1993

Primary Acacia Elementary School

**PERSONAL PROFILE**

Date of Birth : 17 November 1976

Place of Birth : Malabon Manila Philippines

Nationality : Filipino

Gender : Female

Civil Status : Single

Religion : Catholic

***Declaration:***

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

**Mylene Z. Hainto**

Applicant