

RANIELLE ROJAN G. ESPEJO

Al Barsha 1, Dubai, UAE

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WORK EXPERIENCE

Office Clerk at CCU TAU Multi-purpose Cooperative

November 2018- October 2019

- Assisted in typing and distributing of documents
- Performed duties involved answering telephone, greeting clients and visitors.
- Maintain polite and professional communication via phone, e-mail, and mail
- Organized newsletters, booklets and flyers.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research
- Offering clerical and administrative support
- Assist in the preparation of regularly scheduled reports
- Maintain contact lists
- Maintained sanitary and neatness condition of rooms.

Clerk at FG Gamis Alluminum and Glass

July 2018- September 2018

- Productively organized and recorded daily, weekly and monthly sales.
- Organized and scheduled client appointments.
- Assisted telephone calls fielding inquiries from clients, vendors and various other caller seeking information.
- Manages records and files of current tenants.
- Addresses and promptly resolves questions, requests, and complaints from tenants.
- Reports any problems or issues to property manager.
- Greeted incoming visitors and customers professionally and provided friendly knowledge and assistance.

SKILLS:

- Familiarity with reporting techniques
- Professional English speaking & writing

- Proficient in basic computer programs including Microsoft Word and Excel
- Strong organizational skills with the ability to multi-task.
- Excellent time management skills and the ability to prioritize work
- Strong communications skills

SUMMARY OF QUALIFICATIONS

1. Can work long hours with less supervision.
2. Hardworking and able to perform various tasks in a timely manner.
3. Could socialize well and set along with other people and co-workers.
4. Well-mannered, dedicated and committed.
5. Could assume leadership in team building.
6. Equipped and capable on any technical work responsibility.
7. To be able to have good relationship with others.
8. Ability to work under pressure
9. Loyalty and a high level of confidentiality

EDUCATIONAL ATTAINMENT

College	: Bachelor of Science in Agriculture Major in Plant Pathology Tarlac Agricultural University Camiling, Tarlac April 25, 2018
Graduate Studies	: Master of Science in Agriculture Tarlac Agricultural University Major in Horticulture On-going
Secondary	: High School Graduate Victoria National High School March 2014
Elementary	: Elementary Graduate Gabaldon Elementary School March 2011

SEMINARS/TRAININGS ATTENDED

Enhancing the Capabilities of Organizational Management Among Organizational Leaders through A Training Workshop

Tarlac Agricultural University

Camiling, Tarlac

October 1-5, 2018

Agricultural Crops NC II

2017

Agricultural Crops NC I

2016

Internship Training

Bureau of Plant industry

Baguio National Crop Research, Development and Production Support Center April 25-
June 6, 2017

ELIGIBILITY

Licensure Examination for Agriculturist

Registration number: 0030435

Registration date: 07/16/2018

Valid until: 02/14/2021

PERSONAL INFORMATION

Place of Birth	: Victoria, Tarlac
Date of Birth	: February 14, 1998
Age	: 21
Sex	: Female
Civil Status	: Single
Height	: 5'2
Weight	: 48 kgs
Religion	: Roman Catholic

Nationality	: Filipino
Language Spoken	: Filipino, English
Passport number	: P1597423A
Visa Status	: Tourist Visa

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

RANIELLE ROJAN G. ESPEJO