

KATHLEEN DAREN MACABIO



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Industrial 1, Sharjah, UAE, 00000

PROFESSIONAL SUMMARY

Results-focused Clerk who thrives in fast-paced, deadline-driven environments. Committed to accuracy and efficiency as achieved through hard work and attention to detail. Known for excellence in communication skills.

SKILLS

- Record keeping
- Time Management
- Detail-oriented
- Problem-Solving
- Computer Literacy
- Customer Relation
- Strong Communication

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION
Major in Financial Management
Notre Dame of Tacurong College
2014-2018

LANGUAGE

- Tagalog
- English

EXPERIENCE

SECRETARY ASSISTANT(OJT) 2017-2018
Sultan Kudarat Water District

- answering calls, taking messages, handling correspondence, and incoming and outgoing mails.
- Distributing memos to different departments
- Maintained work logs for office employees
- filing, making copies, and greeting of visitors

WELFARE BENEFITS CLERK 2018-2020
Al-wali Manpower Corporation

- Answering phone calls and emails.
- Knowledgeable in MS Office suite(word,excel)
- Assist the employees in filling out relevant benefits applications, verify all submitted information is complete and accurate, and submit documents to vendors and insurance carriers
- Answering all employees concerns and complaints about their benefits
- Prepare and process claims, enrollments, and other benefits filings to facilitate benefits administration

SALES AND ACCOUNTS ASSISTANT 2020-2023
Avon Cosmetics Inc.

- Processed cash, cheque, credit and debit payments accurately and efficiently, minimising till discrepancies.
- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Maintained excellent client satisfaction by providing professional, courteous customer service.