



# KATHLEEN DAREN MACABIO

**Phone**

+971 0547720644

**Email**

kathleendaren@gmail.com

**Address**

Industrial 1, Sharjah, Uae

## Professional Summary

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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

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- Data Entry
- Record keeping
- TIME MANAGEMENT
- Customer Relations
- Communication skills

## languages

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Tagalog  
English

## Experience

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**Sales and Accounts Assistant**

2020-2023

**Avon Cosmetics Inc.**

(Tacurong City, Philippines)

- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Regularly cleaned and straightened work areas, ensuring stores stayed tidy in line with company standards.
- Maintained excellent client satisfaction by providing professional, courteous customer service.
- 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.

**Welfare Benefits Clerk**

2018-2020

**Al-wali Manpower Corporation**

(Tacurong City, Philippines)

- 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
- Answering Phone calls, emails, and other tasks.

**Secretary Assistant (Internship)**

2017-2018

**Sultan Kudarat Water district**

(Tacurong City, Philippines)

- Answering phone calls, handling correspondenc, and incoming ng outgoing mails
- Distributing memos to different departments
- Maintaining work logs for office employees
- Filing, making copies, and greeting of visitors

## Education

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**Bachelor of Business Administration**

2014-2018

**FINANCIAL MANAGEMENT**

NOTRE DAME OF TACURONG COLLEGE

**SECONDARY EDUCATION**

2010-2014

NOTRE DAME OF TACURONG COLLEGE