



Coleen Parcon

About Me

Outgoing, cheerful go-getter seeking an opportunity at this company to assist others through genuine interest and compassion plus strong listening and problem-solving skills.

Work Experience

Senior Immigration Consultant

The Visa Center (July 1, 2023 - August 10, 2024)

Office 901, Millenium Tower, Hamdan St., Abu Dhabi, UAE

- Answer client inquiry through call and messages from social media accounts
- Conduct eligibility assessment and consultation of clients through WhatsApp, Facebook, Messenger and Zoom meeting consultation
- Create summary of discussion after assessments from zoom meeting and office visit with clients
- Create contract for newly signed official clients
- Reports daily productivity
- Create ads for postings on company's social media account using Canva
- Find possible leads on both company and personal social media accounts

Service Coordinator

Power Systems, Inc. (December 1, 2020 - May 15, 2023)

Jalandoni - Delgado Sts., Iloilo City, Philippines

- Answers client and customer inquiry through phone call and office visits.
- Reports problems and unresolved issues to manager.
- Make monthly reports about the company's sales and collections.
- Responding to complaints and resolving issues or matching clients with better services.
- Schedule appointment for service Job Orders.
- Create delivery receipts and invoices.
- Collecting check and cash payments of customers and depositing to our company account
- Monthly inventory of stocks

Education

Bachelor of Science in Business Administration major in Financial Management (2015 - 2019)

University of San Agustin

General Luna St, Iloilo City Proper, Iloilo City, 5000, Philippines

Highschool (2011 - 2015)

Colegio del Sagrado Corazon de Jesus

General Hughes Street, City Proper, Iloilo City, 5000, Philippines

Elementary (2005 - 2011)

Iloilo Central Elementary School

General Luna St, Iloilo City Proper, Iloilo City, 5000, Philippines

On the Job Training

On - the - job trainee (June 2018 - October 2018)

Overseas Filipino Bank

Iznart St, Iloilo City Proper, Iloilo City, Philippines

Contact Details



+971 55 723 2857



coleenparcon050898@gmail.com



Villa 6, Makhoulah St., Najda-Salam Sts.,
Abu Dhabi, UAE



May 8, 1998

Skills

- Good Communication Skill
- Computer Literate
- Time Management
- Multitasking Abilities
- Having wholesome values of honesty and integrity
- Have a healthy attitude towards work

Language

- English
- Tagalog

SEMINARS AND WORKSHOPS ATTENDED

- (September 30, 2017)Financial Literacy and Risk Management – University of San Agustin
- (January 29, 2019)Achieving Financial Wellness through Investments: Promoting Financial Literacy and Stock Market Awareness – University of San Agustin
- (February 19, 2019)Train Law: Is it a Boon or a Bane? – University of San Agustin
- (March 13, 2019) Bitcoins: A New Investment Opportunity – Emilion Hotel
- (March 13, 2019) Fortifying Business Competencies Through Financial Forecasting – Emilion Hotel
- (March 10, 2019) Awareness Towards the Newly Issued Executive Order No. 65 known as the 11th Regular Foreign Investment Negative List – Emilion Hotel