

Michelle Montemor

Office Management System

☎ 09657738558

✉ michmontemor1996@gmail.com

📍 Padre Garcia Batangas Philippines

SUMMARY

As a dedicated and compassionate which have different retail experience, different tasks, communication process of planning, organizing and provide excellent customer service. With a strong background and hands-on experience in retail industry, I am well-equipped to provide exceptional and provide excellent service and gain customer trust and build loyalty.

SKILLS

- Effective communication
- Ability to work well under pressure
- Multitasking
- Record-keeping and following protocols
- creative

EDUCATION

- Office Management System
2014 - 2016
- Gateways Institute of Science
And Technology
- Pasig City
- High School
- Tipas National High School
- 2014
- Elementary
- Tipas Elementary School- Annex
- 2010

WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE 2023- 2024

- Communicate Customer through chat and voice account both inbound and outbound.
- Help Customers with their inquiries and provide best possible resolution.
- Treat a customer as friend ,and provide quality customer service.

SALES ASSOCIATE 2017

- Assisting Customer to choose between the companies array of goods and services.
- taking phone calls and answer inquiries.
- Gift wrapping for gifts purchases.

ENCODER 2015

- Completing tasks as required by senior clerks.
- Doing data entry work and updating records.
- Organize and maintain office common areas.
- Taking phone calls.

CASHIER 2018

- Receive payments by cash, credit card, checks, vouchers,and other automatic debit.
- Issues receipts, refunds and change.
- Count money in cash drawers to ensure that the amount and there is adequate changes.