



MHARIANE SABINO

Virtual Assistant

PROFILE

A meticulous professional with well versed in providing quality administrative and customer service support through effectively handling remote office procedures and calls. Effectively able to meet set deadlines and process information through well-honed research skills.

SKILLS AND EXPERTISE

- E-mail handling and Email inbox optimization
- Calendar & Meeting Scheduling
- Research, Data Collection and Data Entry
- Customer Support
- Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides
- MS Office (Word, Excel, PowerPoint, Outlook)
- Other administrative support.

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Barangay 8, Cuenca,
Batangas, Philippines, 4222

➤ EDUCATION

TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES

*Bachelor of Science in Industrial Education
Major in Information and Communication
Technology
2019-2020*

➤ WORK EXPERIENCE

Administrative Virtual assistant AXYZ BPOS

OCTOBER 2021- FEBRUARY 2023

- E-mail management
- Processing orders using different platform
- Customer Support
- Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides
- MS Office (Word, Excel, PowerPoint, Outlook)
- Communication via Telegram and Google Mail
- Tracking the truck driver and orders using our platform
- Invoicing successful orders
- Other administrative support.

Call Center Representative

ALORICA LIPA BRANCH

MAY 2023- JULY 2023

- Follow up customer calls where necessary.
- Document all call information according to standard operating procedures
- Enter new customer information into the system.
- Process orders, forms, and applications.
- Provide customers with product and service information
- Complete call logs.
- Research required information using available resources.