



#63A St. Mark St. Perpetual Village II, Pulang Lupa Las Piñas City
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MARIA ELIZA CAMILLE Y. ALDANA

OBJECTIVE To be part of your company where I can maximize my skills, enhance my knowledge and at the same time, contribute to the growth of the company.

EXPERIENCE

SLK Global Philippines August 2020 – Present
Process Associate

- Handling inbound and outbound calls
- Handling outbound and inbound collections
- Handling some customers concerns.

Sykes Asia April 2020 – July 2020
Collections Specialist

- Managing Collection
- Doing some back research to the customers
- Handling inbound and outbound calls

NEN Construction and Trading Inc. March 2015- December 2019
Finance Specialist

- Handling checks and Bank Transactions of the company
- Managing the cash flows of the company
- Oversee payroll

Asian Cable Communications Inc. (ACCION) June 2014 – January 2015
Marketing Assistant

- Organized a successful thanks giving event in Resorts World Manila for Asian Cables' Luzon Affiliates
 - Ensured that the event ran smoothly and according to the itinerary
 - Assessed and addressed in real-time any stop-gap issues that came up
- Conducted a Roadshow in Cebu for 100 persons
 - Responsible for the planning and assignment of the different resource

Precise Global Manpower Agency, Las Piñas City Sep2012-June2013
Recruitment Staff

- Successfully recruited 50 people and sent them overseas employment
 - Qualified and assessed the candidates for employment
 - Responsible for matching with employers and complete follow-up until employment
 - Ensured that all requirements were met before the employees left

Boracay Regency, Station 2, Malay Boracay Island Apr 2012-Aug 2012
Front Desk Department
Handle the check- ins and check- outs

**EDUCATIONAL
ATTAINMENT**

TERTIARY:
PATTS College Of Aeronautics, Parañaque City 2009-2014
Bachelor of Science in Tourism Management-Major in Airline Operations

SECONDARY:
Dela Carese Montessori, Las Piñas City

SKILLS

- Computer Literate
- MS Word
- MS Excel
- MS PowerPoint

**SEMINARS
ATTENDED**

Front Office Seminar, **The Heritage Hotel** (2011)

**CHARACTER
REFERENCE**

Mona S. Khalil *Asian Cable Communications Inc.*
MARKETING SUPERVISOR
Mona.khalil@accion.com.ph 09177229694

Andrei B. Aldana *Concentrix*
OPERATIONS MANAGER
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Engr. Noel F. Yumul *NEN Construction and Trading Inc.*
VP Operations
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Princess Reyes *Zuellig Pharma Corporation*
MEDICAL REPRESENTATIVE
reyesprincessb@yahoo.com 09154100201

**PERSONAL
INFORMATION**

Age: 27
Civil Status: Married
Birthday: June 16, 1993
Height: 5'3
Nationality: Filipino
Religion: Catholic
