

Myra Arellano

Caloocan

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09474746753

Work Experience

HR/ Admin/Purchasing

LGHO Enterprise - Caloocan

April 2018 to October 2020

Act as the acting manager of the company ,reports directly the operations.of the company to the Chief Executive Officer

Total.overseeing the manufacturing activities of the company and its employees

Resolves any problems that arise.

Perform management of money budget .

Do.other errands as instructed.

Account Executive

Medialight Advertising Services Corporation - Quezon City

January 2013 to February 2018

Handles clients account.

Generate contacts through.online,referral channels,.cold calling

Satisfied.clients with targeted services customizing.solutions for their business needs.

Engaged with.clients to build connections and rapport.

Achieved favorable terms with skillful contract negotiation

Maintained high revenue from high value accounts through regular contact and servicing

Education

Bachelor's in Psychology

University Of San Agustin - Iloilo City

June 1998 to October 2001

Skills

- Intra and interpersonal skills
- Microsoft Office