

RENAVITH N. RUSSELL

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JOB OBJECTIVE

To pursue a career in your organization that needs efficient and dependable personnel where my knowledge, skills and experience can be of service and in return will be able to attain professional growth.

Has ability to priorities and work well under pressure, both as an individual or a team player with an official knowledge of computer.

SKILLS

- Highly competitive and can handle under pressure.
- Can do multitasking roles.
- Adopt in operating various office machine and equipment such as telephone, fax machine, photocopier proficient in the use of computer (MS Word, Excel, Power Point, E-mail and Internet.)
- Service – oriented
- Fluent in Oral and Written Communication.
- Hardworking and Flexible.

EDUCATIONAL BACKGROUND

**2005 Bachelor of Science in Computer Science (BSCS)
Misamis University (MU), Ozamis City**

ALISON ONLINE COURSE

Diploma in Customer Service : 88% Rating

WORK EXPERIENCE

1. Golf Academy Receptionist & Tee Time Reservationist - Doha Golf Club

West Bay PO Box 13530, Doha, Qatar

Duration : January 2015 to present

JOB DESCRIPTION:

- Welcomes visitors by greeting them, in person or on the telephone.
- Answer all telephone calls in a courteous manner, identifying the department and greeting the caller, offering help when necessary.
- Checking emails and responding to each of the inquiries.
- Taking messages when the concerned person is not available.
- Make a phone call on behalf of Management when necessary.
- Assisting the Management to the personnel in finding the telephone numbers of the persons they need to call
- Ensures that all contact numbers are updated.

- Entertain in a polite manner all club members and visitors with related enquiries.
- Responsible for accepting and arranging bookings of lesson.
- Recording and updating Guest/Students profile.
- Prepares appointment card for every student.
- Accept payments and ensures all sales are properly logged and recorded.
- Make reminders for the students who have a lesson for the following day.
- Answering calls and accepts booking for a tee time using Intelligent Golf Online Booking System.
- Accepts payment for every person who checks in before their tee time.
- Make end of shift report and pass it to finance department.
- Maintain an organized filing system.
- Comply from Income auditors/Account Staff instruction.
- Other duties that may be assigned by the Department Head from time to time.
- Maintain safe and clean reception area by complying with procedures, rules and regulation.
- Generate & computes monthly commission for each coach every cut-off date.
- Update Lesson Advances every end of the month.
- Summarizes revenue for each coach every cut-off date.

2. Administrative - Data Encoder/Cashier

Philippine Spring Water Resources, Inc. (Nature's Spring)
Iligan Branch - Sto. Rosario, Iligan City

Duration : June 2005 to December 2014

JOB DESCRIPTION:

- Check the details of all the invoices.
- Encode all the invoices (Cash Invoice, Route Sales Invoice, Official Receipts, Customer's Accountability Contract, Pull-out Slips).
- Generates monthly sales and collection.
- Generates monthly accounts receivables.
- Prepares Exclusivity Contracts.
- Computes monthly commission for all sales force every end of the month.
- Makes Debit and Credit Memorandum every month in order to minimize pending accounts.
- Makes payroll for every cut-off period.
- Receives & releases stocks (computer data entry using Dbase System Program).
- Encodes route van sales tally and balance forwarding using SAP Program (System Application Program).
- Make PR (Purchase Request) using SAP.
- Process payment using SAP.
- Fix computer hardware (CPU, network cable, router) when not working properly.
- Assembles parts of a Personal Computer (Monitor, CPU, mouse, network cable, computer cable, AVR, router, etc.)
- Record cash receipts and make bank deposits.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.
- Issue statement of accounts.
- Provide clerical and administrative support to management as requested.
- Arranging training for staff.
- Organizing meetings.
- Typing
- Assist with the preparation of letters, presentation and reports.
- Implementing and maintaining procedures/office administration system.
- Greets all customers cheerfully when they enter in the store.
- Records customer orders and issue receipts.
- Receives money from customers and provides correct change.
- Prepares deposit slip for cash and check.
- Monitors the cash drawer and ensures if it is balanced at the end of the shifts.
- Pay bills such as telephone, electric, Internet, water, etc.
- Prepares replenishment for all expenses.