

EMARIE JOY U. ABELLA

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CAREER OBJECTIVE:

To express my dedication and skills on a company that encourages professional growth and maximizes my skills and ability.

WORK EXPERIENCE:

Service Crew / Waitress (July 27 '08 – Sept . 2010)
Whittard of Chelsea, Coffee & Tea Shop,
Dubai Festival City, United Arab Emirates

Job description:

- Assisting customers to make them comfortable.
- Creating any kinds of coffee.
- Making Daily Sales report.
- Making inventory files.
- Attending inbound and outbound calls.
- Serving order and attending customer needs.
- Ability to handle new store opening operation.

Cad Staff (January 6 – June 18, 2011)
House Research Development (HRD)
Epza Rosario Cavite, Philippines

Job description:

- Estimating shiyoushou Japan houses plan.
- Acquiring grid houses.
- Encoding details with rulings.
- Classifying rooms by using Japanese characters.

Customer Care Officer (July 26, 2013 – Nov. 26, 2015)
Pilipinas Teleserv
Quiapo, Manila

Job description:

- Giving information regarding member, pensioner and retirees
- Escalate concern with their claims, benefits an problems to prioritized their concern
- Assisting them what are the benefits in giving regular premiums to GSIS.
- Updating GSIS members and pensioners regarding the loan they applied, discussing them the payment terms, amortization and specific deductions.
- Helping them to understand what are the GSIS privileges and their other products that the member will enjoy in the form of benefits.

EDUCATION:

Bachelor of Science in Computer Science, 2008
Northwestern University, Airport Avenue, Laoag City, Philippines

Skills & Qualification

- Computer Literate
- Good team-player
- Flexible and interested in assisting people
- Good communication skills
- Ability to read and write nihonggo Japanese language that related in housing plan.

PERSONAL BACKGROUND:

Date of Birth: March 16, 1987

Age: 35

Gender: Female

Civil Status: Married

Language spoken: English, Tagalog and Ilocano

Passport No. P5260966B