

CHARISSA E. DACUTAN

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OBJECTIVES

To seek challenging position offering responsibility, challenge and rewarding experiences at the same time. Maintaining a high standard of performances and business ethics

EXPERIENCE

Personal Caregiver{Elderly Person with Disability}

Estrella Estrada San Esteban Ilocos Sur

Philippines

September 2018 - Present

- Provide assistance to the Elderly or disabled person by helping them performed Everyday task.
- Provide Daily records of activities and services performed
- Cooked nutritious food and maintain healthy lifestyle
- Provide emotional support to the well being of the senior who are prone to depression

Assistant Store Manager

M.H. Alshaya W.L.L. Kuwait

August 17,2011-July 31,2017

- Maintaining the upkeep of the store on a daily basis.
- Proactively and reactively assisting customers queries, complains and purchases.
- Helping the manager in doing layout, changing the mannequins. Doing all the Reports; Daily, Weekly and Monthly.
- Can be able to process payments in the POS. Cash/ Debit/ Credit Card and Vouchers.
- Updating our customers about our current promotions by sending messages.



- Provide replenishment on the product that is not available on the floor.
- Assisting the customer's need and provide information to the product for their satisfaction.

I.T. Assistant/ Office Assistance
Waagner Biro W.L.L. Doha Qatar
September 15,2009-July 27, 2010

- Filling the documents as per the requirements of the office and updating file as well.
- Encode data on the computer to specific file.
- Answering and receiving phone calls
- Making copies of documents; or sending files.
- Monitoring the order supplies related to office.

Data Encoder
Criminal Record and Management Section
Ermita Manila, Philippines
February 2008-July 30,2009

- Provide data entry and verification support to a task, project, contract or division by operating data entry equipment.
- To encode format and transcribe data from a source data.
- Enter data into formatted or unformatted screens or documents.

Call Center Agent
I-Source Solution Company
Manila Philippines
June 2007-October 2007

- Answer inbound/outbound calls
- Assists customers who have specific inquiries.
- Build Customers interest in the services and product offered by the company
- Follow up calls from the client with clerical duties.

Live in Caregiver
Edmonton, Alberta Canada
August 2002-May 2007

- Provide assistance to the child by helping them performed everyday task.
- Drop them in the school, prepare their meals and helping them with their activities.
- Do light Housekeeping like Cooking, Laundry and Cleaning the house
- Helping the children with personal hygiene and maintaining cleanliness.

Sales Assistance
Candon City Philippines
May 2001-March 2002

- Assist the customer's need and show alternative product in the store/shop.
- Replenishing product that has not available on the floor or shelves.
- Maintaining cleanliness of the store and put price tag in every item
- Process payment POS; Cash/ Debit or Credit Card and Vouchers

Clerk
Department Of Public Works and Highways
Candon City Philippines
Oct. 1999-May 2000

- Copies data and compiles records and reports.
- Answering incoming calls
- Answer correspondence and prepares incoming and outgoing mails.
- Assist and greet visitors, clients etc.

EDUCATION
Bachelors Degree in Secondary Education
University of Northern Philippines
Candon City, Ilocos Sur Philippines

Seminars/Training Attended:

- I-SOURCE Solution Communication and Skills
Training I-SOURCE Solution Company
Manila Philippines
- Live in Caregiver Program



SICES Philippines {Accredited by TESDA}
Baguio City Philippines
February 2001 - October 2001

Special Skills:

- Knowledgeable in MS Office Operations and internet
- Knowledgeable in typing data,encoding, sending and receiving email.
- Can operate facsimile,copier machine, and computer.
- Can able to operate POS either pay by Cash/Debit,Credit Cards and Vouchers

