

Mary Juliet Garancho

Receptionist

Contact

33M Sanga Street Brgy Ibayo
Tipas taguig
09155811755
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Education

Stella Maris Academy
Himamaylan Negros Occidental

Key Skills

Guest Assistance
Customer Service
Communication
Problem-solving

Objective

Seek and secure a customer service in a stable company where I can best showcase, utilize, and improve my skills and expertise in english communication and customer relations.

Experience

Zohur Lavender Salon
Receptionist July 2020- October 2023
Doha, Qatar

Mazah & More Restaurant
Supervisor March 2019-June 2020
Doha, Qatar

Biella Pizzeria Restorante
Hostess, Receptionist, Asst Supervisor
October 2015-February 2019
Doha, Qatar

Responsibilities:

- Dealing with inquiries in person and over the phone.
- Maintaining the reception area.
- Greeting visitors.
- Scheduling appointments.
- Taking messages for people.

Communication

Implemented new procedures and technologies that improved efficiency and streamlined operations.

Leadership

Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores.

References

Available upon request.

