



CYRA ANN CONCHADA

INFO

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-  579 Bagbag Novaliches
Quezon City, Philippines

ABOUT ME

I have given my 100% effort in my past companies, and this has enabled me to recognize my capabilities and worth. I promise that I am going to be an asset of the business/company and not a liability.

EXPERIENCE

- **Admin Officer**
Diversify Offshore Staffing Solutions
July 10, 2023 - Present
 - Responsible for providing administrative support to an organization. Entering data from various sources into the company computer system for processing and management
- **Technical Support**
Teleperformance
March 2022 - July 2023
 - assistance and service for people, who have a technical problem and issue with electronic products, computers, mobile phones, or software products.
- **Clinic Receptionist**
Klinika Karena Clinic
June 2020 - March 2022
 - Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts

EDUCATION

- **Placid Del Mundo Elementary School**
June 2005 - March 2011
- **Tandang Sora National High School**
June 2011 - March 2015
- **Colegio de Sta. Teresa de Avila**
July 2016 - April 2020
 - Bachelor of Science in Tourism Management

SKILLS

- Creative
- Good Communication
- Time Management
- Organize
- Self-motivation and concentration.
- Pleasing personality
- Do multitask

INTERNSHIP

● Corporate Secretary

Tourism Infrastructure Enterprise
Zone Authority (TIEZA)
March 2017 - May 2017

- Responsible for clerical and organizational tasks like file organizing, scheduling appointments, assisting other staff members, and drafting correspondences or messages.

● Sales Assistant

The Manila Hotel
May 2019 - May 2019

- Help locate product for customers, place order, place holds, process transactions and keep the sales floor organized and well-stocked

ACHIEVEMENTS

- **QA Champ - June 2022**
Teleperformance PH
- **QA Champ - October 2022**
Teleperformance PH
- **Top Agent - January 2023**
Teleperformance PH

REFERENCES

Ma. Carmelita Bacatan

Assistant Center Manager
+63 915 715 0866

Jefferson Asensi

Customer Service Representative
+63 932 398 8598

I hereby certify that all the information
is true and correct resume

Cyra Ann A. Conchada
Signature