



Gessille Anne Amarilla

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

TERTIARY

BA Major in Business Economics
University of St. La Salle
2011-2015

SECONDARY

St. Joseph School - La Salle
2011-2015

SKILLS

- Computer Literate
- Can work under pressure
- Excellent in both oral and written communication
- Can work effectively with a team
- Microsoft Office Proficient
- Basic Photoshop & Canva
- Can speak English fluently

WORK EXPERIENCE

RECEPTIONIST CUM ADMIN

TADBEER - Quality Domestic Workers Services Center
May 2023 - Present

Dubai, United Arab Emirates

- Greet clients and visitors with a positive, helpful attitude.
- Answering and directing phone calls, emails and inquiries regarding the Visa and other inquiries related to the company
- Assisting with a variety of administrative tasks such as making contracts between the workers and sponsor, updating the sponsors regarding the renewal.

DATA ENTRY BOOKKEEPER (FREELANCE REMOTE WORK)

Zeus Prime Lending Corporation Apr 2019 - Apr 2023

Bacolod City, Philippines

- Do basic bookkeeping of the transactions of the company;
- Responsible in recording financial data in the computer system including loan release, collections, disbursements and other expenses of the company.

ESL TEACHER (FREELANCE REMOTE WORK)

BIBO Global Opportunity, Inc. Sept 2021 - Apr 2023

Engoo/DMM Eikaiwa (Japan-based Company)

- Provide computer-based Online English tutorial lessons to students worldwide;
- Deals with foreign students with different English levels and from different age groups.

ESL TEACHER (FREELANCE REMOTE WORK)

MAMALOOK Wise Kids English Mar 2020 - Apr 2023

(China-based Company)

- Teaching basic English skills such as speaking, listening, reading and writing online to students particularly primary students.
- Handles 1 on 1 and group classes

ESL TEACHER (FREELANCE REMOTE WORK)

Acadsoc Ltd.

Oct 2018 - Sept 2021

(Hong Kong-based Company)

- Teaching basic English skills such as speaking, listening, reading and writing online to students particularly primary students.
- Handles 1 on 1 and group classes

ADMIN/RECEPTIONIST

Anell Construction & Supplies Dec 2017 - Apr 2021

Bacolod City, Philippines

- Greet clients and visitors with a positive, helpful attitude.
- Assisting with a variety of administrative tasks such as creating invoice and issuing receipts to customers.

ACHIEVEMENTS/ CERTIFICATES

- 120 hours TEFL Course
- 50 hours Initial TESOL Training
- Certificate of Eligibility – Civil Service Commission
- Academic Achievement Awardee

REFERENCES

JAMEISON BALDONADO

Chef
+447797866605

VANESSA TINGSON ADMIN

PhilRice Negros
+639274917861

ATTY. ANYA PAULINE YUSAY CORPORATE TREASURER

Zeus Prime Lending Corp.
+639233175145

MARIFLOR BADA

TADBEER - Quality Domestic
Workers Services Center
+97148862500

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


GESSILLE ANNE AMARILLA
Applicant

WORK EXPERIENCE (CONT.)

SALES/WAITRESS/CASHIER

Al Shahd Sweets, LLC June 2016 - Dec 2017

Sharjah, United Arab Emirates

- Welcomes customers by greeting them and offering them assistance;
- Personally assist customers by showing them our products and suggest to them our products based on occasion;
- Handles customers inquiries and concerns;
- Helps in resolving customer complaints;
- Build trusting relationships with customers
- Arranging customers orders and serving them to customers

DATA ENCODER

DSWD (SWDI)

Sept 2015 - Nov 2015

Talisay City, Philippines

- Encodes data based on the information gathered by enumerators;
- Makes day end and week end report of data encoded;
- Makes sure to reach the target goal of data encoded assigned by the company.

AREA SUPERVISOR

DSWD (Listahanan)

Mar - Aug 2015

Bago City, Philippines

- Assigns enumerators to their different areas of responsibility;
- Distribute materials needed for the data gathering;
- Courtesy call to the Barangay Captains;
- Reports area happenings to the Area Coordinator;
- Makes sure of the safety of the enumerators;
- Assists enumerators in data gathering;
- Creates report of data gathered by enumerators.

INTERN

Fil Power Group & Marketing Corporation
Bacolod City, Philippines
Nov 2014 - Feb 2015

INTERN

Provincial Environment and Management Office (PEMO)
Bacolod City, Philippines
Apr 2014 - May 2014