

# LIZELLE VERGARA



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Street 2, Discovery Garden, UAE

## CAREER OBJECTIVE

To be able to work effectively for a company that would provide me with a good opportunity and help me develop and enhance my skills and abilities. I aim to be a progressive individual who can offer quality services that contribute to the company's growth and development.

## WORK EXPERIENCE

### ADMIN/OPERATION TEAM LEADER

2023 – 2025

#### Mohebi Logistic

- Provide administrative and operational support to the Business Manager.
- Supervise daily operations, ensuring efficiency and compliance with company policies.
- Act as a Deputy for the Business Manager when required.

### CASHIER

2021 – 2022

#### Homebox IBN Battuta

- Process customer transactions accurately and efficiently.
- Handle cash, credit card payments, and refunds.
- Assist customers with inquiries and promote store offers.

### RECEPTIONIST

2018 – 2020

#### Sogo Hotel

- Welcome visitors and assist with check-in/check-out procedures.
- Answer and forward phone calls professionally.
- Maintain front desk operations and ensure guest satisfaction.

### CUSTOMER SERVICE REPRESENTATIVE

2015 – 2018

#### Anonuevo Credit And Solution

- Greet and assist office guests with inquiries and appointments.
- Handle customer concerns and provide solutions professionally.
- Maintain records of customer interactions and transactions.

### RECEPTION ADMIN

2013 – 2014

#### Al Dhabyani Agency

- Greet and assist visitors with office navigation.
- Provide refreshments and ensure a welcoming environment.
- Manage front desk activities and administrative support.

### SALES EXECUTIVE

2020 – 2021

#### Buttery And Co.

- Develop and implement sales strategies to achieve targets.
- Build and maintain relationships with clients.
- Conduct market research and identify new business opportunities.

## PERSONAL INFORMATION

Date of Birth : December 24,1987  
Nationality : Filipino  
Languages : English, Tagalog & Arabic

## EDUCATIONAL BACKGROUND

College  
Business Administration  
Nueva Ecija University Of Science And Technology  
2005 – 2008

## SKILLS

- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Proficient in administrative tasks and office coordination.
- Skilled in handling customer inquiries and resolving issues.
- Ability to manage cash transactions and maintain records.
- Strong problem-solving and decision-making skills.
- Experience in sales, marketing, and customer engagement.
- Proficient in MS Office and other business software.