



JACELYN E. WATE

A detail oriented and proactive individual with a proven ability to deliver exceptional customer service and comprehensive administrative support. Having an outgoing personality, good interpersonal skills and the ability to work in a multinational team environment with confidence and minimal supervision. Adept at managing complex scheduling, handling sensitive information, and contributing to a positive and efficient workplace.

CONTACT

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- 🛂 Tourist Visa

EDUCATION

Computer Technology

De La Salle John Bosco College
Jun 2012 - Mar 2014

- Specialization in Computer Hardware Servicing
- AutoCAD 2D&3D
- Computer Programming

Bachelor of Science in Information Technology

De La Salle John Bosco College
Jun 2011 - Oct 2011

- Specialization in Computer Programming

SKILLS

- Clerical Support
- MS Office
- Payroll Processing
- Budgeting & Forecasting
- Multitasking
- Retail Marketing
- Customer Service Excellence
- Cash handling

CERTIFICATIONS

Computer Hardware Servicing NC 2
TESDA

WORK EXPERIENCE

Payroll Officer / Admin Clerk

Wewak Agriculture Development Limited, Papua New Guinea
Dec 2021 - Jul 2024

- Managed payroll for up to 500 employees every fortnight, ensuring completion within 2 days.
- Provided comprehensive administrative support, including managing office supplies, coordinating schedules, and handling communications.
- Handled a variety of documents and records, maintaining accurate filing systems and ensuring compliance with company policies.

Sales Associate

ETAM Lingerie, Philippines
Jul 2019 - Jul 2021

- Provide excellent customer service by assisting customers with product selection or queries.
- Serves customers by selling products and services and meeting customer needs.
- Providing product knowledge to customers through the features and benefits of each product.
- Maintain an organized and visually appealing sales floor by restocking and arranging merchandise.
- Process sales transactions efficiently using POS systems.

Receptionist

Colliers International Philippines Inc. - Cebu, Philippines
May 2018 - April 2019

- Address client inquiries and concerns promptly and professionally. Provide information about the company's services, policies, and procedures.
- Perform administrative duties including data entry, filing, faxing, and scanning. Prepare and proofread correspondence, reports, and documents.
- Greet and assist visitors and clients with a warm and professional demeanor. Manage the reception area to ensure it is welcoming and orderly.

Cashier / Checker

The SM Store - Cebu, Philippines
Mar 2016 - April 2018

- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Offers customers on promotions, offers and special events to enhance product sales.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.