



MARK JHON CANISIO

ADMIN ASSISTANT/RECEPTIONIST

CONTACT

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Al Wahda Road, Sharjah UAE

EDUCATION

1998 - 2003

ROMANA C. ACHARON
ELEMENTARY SCHOOL

2003 - 2005

GENERAL SANTOS CITY
HIGH SCHOOL

SKILLS

- Active listening
- Attention to detail
- Teamwork
- Time Management
- Communication skills
- Adaptability
- Collection
- Customer service
- Customer assistant
- Hard Working

LANGUAGES

- English
- Tagalog

PROFILE

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

WORK EXPERIENCE

Vic Sports Services

MARCH 2022 - MARCH 2024

Al Couz 3, Dubai UAE

Admin Assistant/Reception

- Developed tool to track and monitor personal sales opportunities, deals in progress and completed memberships.
- Maintain front office, answer calls and assist with membership registration, take Messages in email and what's app, and carry out other requests.
- Provide receipts upon payment
- Membership fees, and conduct cash, check, and credit/debit card transactions at the front office.
- Organize and schedule appointments of the members
- Order office supplies and research new deals and suppliers
- Develop and maintain a filing system

Rogela Fishing Corporation

April 2018 - February 2022

General Gensan City, Philippines

Fishery checker cum collection

- Record factors of fish for the supplier needed.
- Weight measure, and check the quality of fish purpose of keeping relevant records for the supplier.
- Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of fish.
- Monitoring accounts to identify overdue payments
- Collect the payment of the supplier cash or check
- Negotiating settlements to receive payment on a certain percentage of the debt.

• I hereby declare that the details furnished above are true and correct.