

Johnabel O. Calixtro

Email: johnabelc18@gmail.com
Contact No. : 0558814568



CAREER OBJECTIVES

"To obtain a career where I can maximize my organizational skills in a challenging environment, thus achieving a high degree of work efficiency."

PROFILE SUMMARY

- Highly skilled in greeting guests in a courteous & professional way.
- Well versed in managing multiple phone system & handling multiple incoming calls simultaneously.
- Demonstrated ability to answer queries of the visitors.
- Providing excellent customer service.
- Able to handle difficult/irate clients.
- Basic Computer knowledge.
- Expert user of MS WORD, EXCEL & front desk software applications.
- Proven record of performing clerical duties such as scanning, photocopying & collating.
- Expert in ordering, receiving & maintaining office supplies.
- Attending to the guest's needs.

SKILLS:

- A good team player
- Strong inter- personal and communication skills
- Ability to easily understand new concepts with minimum refractory time
- Have good numeracy and IT skills
- Perseverance and Integrity to Work
- Excellence Customer Service Skills

PROFESSIONAL EXPERIENCE

- **Dubai Bowling Center (September 13, 2013 – August 14, 2019 - Dubai, UAE)**

Receptionist and Events Coordinator

- Assigns bowling alleys to patrons and collect fees. (Reserves alleys for bowling league or individual).
- Issues scoresheets and alley numbers to patrons.
- Inspect alleys to ensure that bowling equipment is available.
- Observes players to determine misuse of alleys or other equipment.
- Records number of games played and receipts collected.
- Operates multi-line telephone system to answer incoming calls.
- Performs other clerical duties such as filing and photocopying.
- Respond to emails and office correspondence.
- Assist in resolving clients' issues and complaints.
- Manage inventory of office supplies and equipment
- Order supplies and equipment when required.
- First Line of information to customer.

- In depth knowledge of Packages and Offers for client choices.
- Personally attend Clients needs to ensure maximum satisfaction.
- Cashiering and data entry of sales.
- Book keeping of client's data for future telemarketing business promotions.

- **Ajman Markets Cooperative Society (July 2011 – August 2013 – Ajman UAE)**

- **Merchandiser**

- Utilize excellent customer service skills.
 - Keep shelves clean and tidy and maintain adequate stocks on the shelves.
 - Arrange an item in symmetric, visual attracted display with continues effort to improve.
 - Apply "FIFO" by arranging old items in front.
 - Prepare, fix and update items prices.
 - Process deliveries and stock transfers in an efficient manner in line with company procedure.
 - Report shelves stock storage, on moving items and near expiry items, damages to Team Leader.

- **PC LIVE ENTERPRISE (March 2009-July 2011)**

- **Branch Cashier**

- Utilize excellent customer service skills.
 - Operates cash register to itemize and total customer's purchases.
 - Records price and departments, subtotals, taxable items, and total purchases on cash register.
 - Collects cash, checks and credit cards from customer and makes change for cash transaction.
 - Refers customer's complaints or inquiries to management.
 - Prepare documentation required to deposit cash and cheques ensuring that moneys are allocated to the correct bank accounts as advised by Finance manager.
 - Preparing of Pro Forma Invoice/ Invoices on a termly basis.
 - Preparing Daily Sales and Collection report and perform other light bookkeeping activities.
 - Control all documentations pertaining to petty cash.
 - Maintain petty cash level, ensuring levels do not fall below minimum set, requesting cash when required.
 - Receiving and transferring of stocks in the absence of Branch Accountant.

- **ST. Francis Square Holding Inc. - Mandaluyong Philippines (Dec.2008- Feb.2009)**

- **Cashier (Apparel)**

- **City Super Inc. - Quezon City Philippines (Feb.2008-July2008)**

- **Cashier (Supermarket)**

- **Handyman Do It Center - Quezon City Philippines (Feb.2007-July2007)**

- **Cashier (Hardware)**

- **Star Appliance Center Inc. - Quezon City Philippines (Aug.2006-Jan. 2007)**

- **Cashier (Appliance)**

EDUCATION

- ❖ Bachelor of Science in Mathematics(Pangasinan State University, 2006)

REFERENCE

AVAILABLE UPON REQUEST