

# JELYN DE GUZMAN DIRAS

Human resource development management

Goal oriented and team worker in the field of sales, able to handle multi-tasking and can work on a minimum instruction.

## WORK EXPERIENCE

### BOX OFFICE SALES ASSOCIATE

2017-2024

#### Novo Cinema Gulf film llc.

- Knowledgeable in all cinema department including box office ticket cashier, snack bar, ticket controller 7 star vip ambassador, assisting for sheikh booking and any others of group companies activity events and sometimes acting as an operation admin assistant if needed.
- Solving all customers complaints on calls and guiding all their issues of their bookings.
- Preparing all up coming shows from every weekends, doing all reports daily night sending to the perspective person and any other distributors of those movies played and sorting of money collection every night after closing the program.
- Fully knowledgeable in bookings system, online issues payment and POS system portal.

### PATIENT RELATIONS EXECUTIVE

2021-2021

#### Health hub/ Dubai Festival City, Dubai

- Working at the drivethru covid testing center includes creating precise customer profile.
- Efficiently managed patient check in and check out, ensuring data entry and a positive patient experience.
- Accurately registered new patient, Maintained patient records with strict confidentiality, retrieved and update files as needed.
- Manage cash transactions accurately, reconciled daily receipts and maintained financial records.
- Accountable with the billing procedures and rendering information regarding through the results of test and process other related matter.

### EMPLOYMENT JOB RECORD

2016-2016

#### STUDENT TRANEE

#### Development Bank of the Philippines (DBP)

- Filing documents, money sorting, Verifying Credit advises, deposit on accounts, encoding bills, sending fax email to other branches of dbp, assisting phone calls and direct to the person needed and assisting all client every day.

## EDUCATION

### Capiz State University Pilar, Capiz

2012 - 2016

Bachelor of Science in Business Administration

- Graduate with honor: Awarded of Best in thesis proposal.
- On the job training Awarded as a productive person knowledge and skills.
- Academic award performance of all activities.



## CONTACT

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## CAREER OBJECTIVES

To work in a prestigious and dynamic institution that can provides for my career growth where I can efficiently apply my knowledge through extensive training and experiences.

## SKILLS

- Customer Service Oriented
- Hospitality Major
- Leadership
- Computer Literate

## REFERENCES

Perla Balay

Manager Assistant

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Sheik Abdul Muneeb

Cinema Manager

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