



# MARK JHON CANISIO

ADMIN ASSISTANT/RECEPTION

## CONTACT

+971 56 640 2941

macky.canisio17@gmail.com

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
- Customer service
- 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

Sep 2018 - Feb 2022

#### General Santos City, Philippines

##### Fishery checker/Collection

- Processed customers quickly and efficiently while handling any problems that occur Answer questions regarding the store and its order
- Computed sales prices, total purchases and receive and processed cash or bank cheque payment.
- Exchanged merchandise for customers and accept returns
- Monitored temperature of cases, shelves and storage areas and reported failures to the management
- Weighed produce or other products by placing them on the scale built into the counter

### Family Country Hotel and

March 2015 - April 2017

#### Convention Centre

##### General Santos City, Philippines

##### Waiter

- Serving food and beverages in a professional manner
- Setting and cleaning tables and service areas
- Dealing with customer complaints
- Checking with customers to ensure that they are enjoying their meals
- Escorting customers to their tables
- Presenting menus to customers and answer questions about menu items, making recommendations upon request
- Removing dishes and glasses from tables or counters, and take them to kitchen for cleaning

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