



MICHELLE GARCIA

BARRO

ABOUT ME

I am an enthusiastic, self motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations, I am able to work well both in team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCES

Nov.2021 to Jan2025

Motor Trade Nationwide Corporation
YAMAHA (MOTORCYCLE INDUSTRY)
Officer In Charge / Cash Custodian

- Liquidating expenses in shop including shops permit.
- Managing 6-10 personnel in shop.
- Handling Monthly payments.
- Arranging contract of sales monthly payment.
- Monitoring applicant who will qualified and able to credit.

Oct.2019 to May 2021

Manila Hotel
Hotel Receptionist

- Assist guest with reservation, check in & check out processes.
- Provided information about local attractions & services.
- Resolve guest issues & maintained high customer service satisfaction levels.
- Manage the reservation system & perform bookings, cancellations & reservation amendment.

June2017 to Feb.2019

Land Bank (Philippines)
Bank Teller

- Processing automatic transfer. Checking cheques & making sure they have been written out correctly.
- Counting out large amounts of coins & paper money then storing them.
- Carrying out general office duties such as operating fax machine, photocopying & sending emails.
- Helping customer to access their safety deposit boxes in a secure manner.
- Explaining financial fees, interest rate & service charge to customer.

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Location: Deira Baniyas, Dubai

EDUCATION

Bachelor of Science
In Information Technology
4yrs Graduate
2005-2009

SKILL

Microsoft Excel
Microsoft Word
Computer Literary
Cash Handling
Leadership & Supervising
Critical Thinking

TRAINING & SEMINARS

Basud Municipality
Basud Camarines Norte
May to September 2010

LANGUAGES

Tagalog
English

NATIONALITY

Filipino