

Chari Thess Francisco

To contribute success to the organization by demonstrating ability to perform assigned tasks effectively and efficiently.



EXPERIENCE

Mckleenz Technical Services L.L.C. - Admin

Jan. 2023 - PRESENT

Assisting and managing database by inputting data needed for reports, appointments, assisting in the preparation of reports and other record-keeping task, filing external and internal events, manage the day to day activities in the office

Smasco Manpower Services (Saudi) - Scheduler

November 2018 - November 2022

Arrange daily schedule for drop off cleaner, attending calls from clients providing data and information to keep on records for any appointments.

Accenture BPO Company - Data Encoder (on Boarding)

September 2015 - June 2018

Focusing on the candidate where joining the team as collating there requirement, discussing on or what the do and don't for the company or certain projects

Education

Northwestern University

March 2015

Bachelor of Science in Business Administration

Major in

Human Resources Development Management

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SKILLS

Computer Literate- microsoft word, excel, Publisher, Powerpoint Excellent in verbal and non-verbal communication, Clerical jobs, multi-tasking, administrative task

AWARDS / Training

Scholarship program -
Sangguniang kabataan Ilocos Norte, Laoag City

Venvi Agro Industrial Ventures (purchasing staff - encoder) intern

Northwestern University (librarian assistant) bookkeeper

Northwestern University (school clinic) data encoder

Character references

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LANGUAGES

Ilocano, Tagalog, English,
Arabic