

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

124 Sheikh Zayed Road Al
Wasl Toyota Bldg., Dubai
(+971) 55 240 2012 / (+971) 50
171 6292
chacharis0001@gmail.com

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

Ms. Ma. Ronnelyn S. Tarampi
Hr Coordinator (Accenture, Ilocos Norte)
No.1 San Francisco, San Nicolas, 2901 Ilocos Norte
(02) 702 9100

Lovely Carangan
Manpower Care Center Team
Riyadh, Saudi Arabia
+966112247001

Nessa Mae Estavillio
Client Relation Specialist
Dubai
(+971) 56 709 1026

Prof. Jocelyn G. Evangelista
Dean Business Administration
(077) 670 8609
+639 216 865 5364

LANGUAGES

Ilocano, Tagalog, English,
Arabic