



CONTACT ME

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 Dubai Investment Park 1,
Dubai, U.A.E.

JASMIN GAIL RONDERS

WORK EXPERIENCE

MAIDS.CC DOMESTIC WORKERS SERVICES L.L.C. - UNITED ARAB EMIRATES
2022- 2024

Admin Assistant

Gather data requested by the management, send emails, file and reports, coordinate with other departments to ensure that necessary documents are available and ready as per the manager's request. Create systematic tool that can be used in tracking the activities within the accommodation operation and to monitor the progress of each tasks. Edit and print documents, posters, banners as per request.

Retail Sales Agent

Develop in-depth knowledge of products and services offered to effectively recommend the services, enhancing customer experience. Handled customer inquiry and resolve issue promptly to ensure customer satisfaction.

INJAZ AL KAWDER HUMAN RESOURCES - SAUDI ARABIA
2017-2022

Private Caregiver

Assist the patient on basic daily activities such as feeding, bathing and giving medications on specified time.

TRANSCOM PHILIPPINES (BPO) - PHILIPPINES
2011-2013

Customer Service Representative

Receive calls and provide quality service to customers by answering the inquires and finding solutions to their concerns to ensure satisfactory customer experience

EDUCATION

ST.JOSEPH'S COLLEGE - PHILIPPINES
Bachelor of Science in Customs Administration
2010-2012

SOFT SKILLS

Workflow/ Time Management
Attention to Details/ Organizing
Adaptability
Problem Solving Skills
Sales / Product Promotion

COMPUTER SKILLS

Microsoft Office
Google Workspace
Canva (graphic design)
Procreate (digital arts)