



ANGHE-LYN DUMAPAY PORCINIDO

PROFILE

A high motivated, hardworking and reliable individual with a can-do, positive attitude. Able to work in teamed in fast-paced environment and to follow processes to deliver operational excellent. I am Willing to learn something new that it would be capable in gaining experiences to explore the growth not just only as a person but also to be a better employee for the organization as a valuable asset of the company.

PERSONAL INFORMATION

AGE: 21

Date of Birth: 12/24/2001

Nationality: Filipino

Language: Tagalog/English

CONTACT

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EDUCATION

C De La Cruz Elementary School (2012-2013)

- With Honors and Conduct Awards

Baua National High School (2018-2019)

- With Honors and Conduct Award
- Cookery NC2
- Food and Pastry NC2

Cagayan State University (2019)

- College Level (Undergraduate)

WORK EXPERIENCE

United General Merchandised in the Philippines (Sales lady)

March 2021- February (2022)

- Greet customers at the store and provide them with information on their required products.
- Lead customers to desired shelves or aisles and assist them in locating products.
- Explain product features and benefits by performing demonstrations and answering any questions that customers may have.
- Provide information regarding prices and after-sales services and ways in which the latter can be obtained.
- Assist customers in making decisions regarding suitable purchases based on their specific likes.

Skin and Smile Dental Clinic (Receptionist)

Training for 2 weeks (April 24 - May 7)

- Greeting patients with punctuality.
- Providing the information about the services to answer the queries of the patient.
- Handling payments and bills and making invoice receipt.
- Gathered the information of the patient and record to the system.
- Record daily income report using Microsoft Office Excel.
- Answering phone call and booking for an appointment to avoid schedule conflict.

SKILLS

- Basic knowledge about Microsoft Office.
- Multitasking and prioritizing.
- Excellent in communication and negotiation Skills.
- Enthusiastic, proactive and hardworking energetic.
- Adapt easily to a new concept and responsibilities.
- Ability to perform work under pressure.
- Excellent problem capabilities.