

# KATHLEEN B. SANCHEZ

Al Quoz 3  
Dubai, UAE

Mobile No. 058 1332187  
Whats App: 058 1332187  
Email Add: [kathy\\_tsups@yahoo.com](mailto:kathy_tsups@yahoo.com)



## **CAREER OBJECTIVE**

Looking for a responsible, challenging and permanent position wherein my qualification, personal skills and experience be invested to produce best results for the organization and at the same time enhance my abilities and attain professional growth.

---

## **PROFESSIONAL WORK**

**AL REEM HOUSE SERVICES CO. LLC**  
**(RIGHTMAIDS CLEANING SERVICES)**  
One of the Cleaning Services in Dubai, UAE

Date of Joined: November 11, 2019 to January 3, 2024

- To receive calls
- Assist the clients to book or any other concerns
- Collecting payments from the clients
- Posting the client payments to the system
- Checking for the timesheets of the staffs for payroll
- Preparing vouchers
- Assist the Manager for any other jobs need to do
- Preparing Tax Invoice
- Doing record and audit the accounts to online accounting application (ZOHOBANKS).

## **COLLECTION CARE**

### **SYNCHRONY FINANCIALS**

Synchrony offers private label and co-branded Dual Card™ credit cards, promotional financing and installment lending, loyalty programs and FDIC-insured savings products through Synchrony online banking.

**Date of Joined:**                      **February 22, 2016 – November 21, 2018**

- Outbound (Credit Card Account)
- Collect payments to help the costumers to make their account to current status
- Assist the customers for any concern regarding their account

## **SELLING SUPPORT**

### **TOYS R US**

Is the leading kids store for all toys, video games, dolls, action figures, learning games, building blocks and more.

**Date of Joined:**                      **17<sup>th</sup> of June 2014 – to Dec 2015**

- Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
- Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.
- Providing data and reports to help the sales team
- carries out a number of functions to help sales representatives do their job more effectively.
- They provide sales representatives with details of customers' orders and requests for quotations.

## **TECHNICAL SUPPORT**

### **QUALFON**

One of the BPO company in Cebu City Philippines

**Date of Joined:**                      **March 14, 2011 to June 9, 2011**

- Inbound call
- Assist the customers for any concern about their mobile

## **CERTIFICATE**

## **TRAINING**

### **AEGIS PEOPLESUPPORT Cebu City**

Aegis Aspire Skills Enhancement Program

**Date of Joined:**                      **January 12, 2010 – February 1, 2010**

## **EDUCATIONAL BACKGROUND**

**COLLEGE:**                   **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**  
**MAJOR IN ENVIRONMENTAL MANAGEMENT**  
UNIVERSITY OF SAN CARLOS  
CEBU CITY, PHILIPPINES  
2006-2009

**SECONDARY:**               **UNIVERSITY OF SAN CARLOS**  
CEBU CITY, PHILIPPINES  
2000-2004

## **PERSONAL DATA**

Father's Name               :     Mr. Bienvenido B. Sanchez  
Date of Birth                :     17<sup>th</sup> of May in 1987  
Sex                            :     Female  
Civil Status                 :     Single  
Nationality                 :     Filipino  
Language                    :     English and Tagalog

## **SKILLS**

- Computer Literate – Microsoft Office
- Can work under pressure
- Fast learner

I hereby certify that the above information is true and correct to the best of my knowledge and ability.

---

Kathleen B. Sanchez