

PERSONAL DETAILS

Name: Aiza B. Besavilla

Date of Birth: August 27,1995

Present address:San Isidro, Baybay City, Leyte

Permanent address: A&A Circuit, San Isidro, Baybay City, Leyte

E-mail address: aizabesavilla@gmail.com

Mobile no: 0955-613-0793

Sex: Female

Marital Status: Married

Nationality: Filipino

Husband: Rex D. Besavilla



EDUCATIONAL BACKGROUND

TERTIARY: UNIVERSITY OF CEBU-BANILAD CAMPUS-

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT

YEAR GRADUATED: 2017

SECONDARY: VISAYAS STATE UNIVERSITY-LABORATORY HIGH SCHOOL

YEAR GRADUATED: 2012

ELEMENTARY: CANDADAM ELEMTARY SCHOOL

YEAR GRADUATED: 2008

WORK EXPERIENCE:

PHILIPPINE LONG DISTANCE TELECOMMUNICATIONS

ON-THE-JOB TRAINING

OCTOBER 2016-FEBRUARY 2018

3MRS DIONSON CORP-RICO’S LECHON

CUSTOMER SERVICE REPRESENTATIVE

JULY 2017-JUNE 2018

MEAT CONCEPTS CORPORATION-RICO’S LECHON

CUSTOMER SALES REPRESENTATIVE

JUNE 2018-January 2021

VISAYAS STATE UNIVERSITY

Clerk

April 2021-present

EXTRA CURRICULAR ACTIVITIES/MEMBERSHIPS

- SK COUNCILOR- SAN ISIDRO BAYBAY CITY LEYTE
 - YOUNG ECONOMIST SOCIETY(YES) ORGANIZATION MEMBER
 - JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES (JPMAP) MEMBER
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KEY SKILLS/INTEREST AND HOBBIES

- MS WINDOWS PROFICIENT
 - CAPABLE OF ORGANIZING AND SORTING OF PAPER WORKS
 - STRONG CLIENT RELATIONS
 - MULTI-LINE PHONE TALENT
 - QUICK LEARNER
 - PROBLEM SOLVER
 - STRONG COMMUNICATION SKILLS
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REFERENCES:

SHAIRA FLORES

PLDT-CUSTOMER CARE ASSOCIATE

0945-143-8232

ANGELEQUE SABLADA

3MRS DIONSON CORP-CUSTOMER SERVICE REPRESENTATIVE TEAM LEADER

0997-441-19255

NELIA L. GABRILLO

MEAT CONCEPTS CORP- CUSTOMER SERVICE RESPRESENTATIVE SUPERVISOR

0917-708-3905

