



JONALYN BAGOOD TANGOG

Contact

Address:

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Eligibility

Career Service Professional Eligibility

Languages

Tagalog
Cebuano/Bisaya
English

Summary

Attentive and responsible individual. Can handle customer's need and queries. Can work efficiently even without under supervision and quick learner. Possess a Career Service Professional Eligibility.

Experience

MIS-Clerk

Leyte South Multipurpose Cooperative

(August 6, 2018-Present)

- Responsible for maintaining coop files, documents and records in order.
- Communicate customers and clients regarding their needs and queries.
- Answer phone calls.
- Responsible for daily monitoring of coop official email address.

Cashier/Teller

Leyte South Multipurpose Cooperative

(February 2, 2018-August 4, 2018)

- Responsible to all daily cash transactions.
- Records daily cash transactions.

Skills

- Computer Literate, Good Customer Service
- Soft Skills: Efficiency, Teamwork, Friendliness, Oral and Written Communication

Education

Bachelor of Science in Computer Science

(Graduated, 2011)

Visayas State University – Main Campus
VSU, Baybay City, Leyte