

# HARE KRISHNA ARREGLO



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## Work Experience

### Foundever | Central Visayas Philippines

Call Center Agent | Sep.2024 - Nov.2024

- Provided exceptional customer service to travelers, assisting with booking hotel reservations, car rentals, and vacation packages while ensuring a positive and seamless experience
- Addressed customer inquiries, resolved issues, and managed travel modifications or cancellations in a timely manner, maintaining high customer satisfaction
- Demonstrated in-depth knowledge of Expedia's products and services, offering personalized recommendations to meet customer travel needs
- Utilized multiple software systems to access account information, verify agents and travelers, and update reservations
- Handled high call volumes while maintaining composure and professionalism, meeting performance targets for customer satisfaction, response time, and first call resolution
- Worked collaboratively with team members and management to continuously improve processes and address customer feedback

### Rarejob Inc. | Central Visayas Philippines

English Foreign Tutor | Mar.2024 - Apr.2024

- Teach English to Japanese students including young teenagers to adult professionals
- Check students' progress and adjust teaching methods to meet each age group
- Encourage, support, and engage students during lessons
- Collaborate with students to set and achieve language learning goals
- Effectively manage lesson timeframes to ensure all learning objectives were met within scheduled sessions

### Knowles Electronics (Philippines) Corporation | Central Visayas Philippines

Finance-Fixed Assets Assistant | Jul.2022 - Jun.2023

- Create Fixed Assets Acceptance Forms, Transfer Forms, and Disposal Forms
- Capitalize assets using Oracle
- Manage and respond to emails regarding asset inquiries and concerns
- Schedule and coordinate appointments for inventory and form submissions
- Update fixed assets data on Oracle

- Create and maintain spreadsheet records for monthly capitalization
- Assist during documentation and audit
- Create RFID tags for taggable assets
- Archive forms and documents

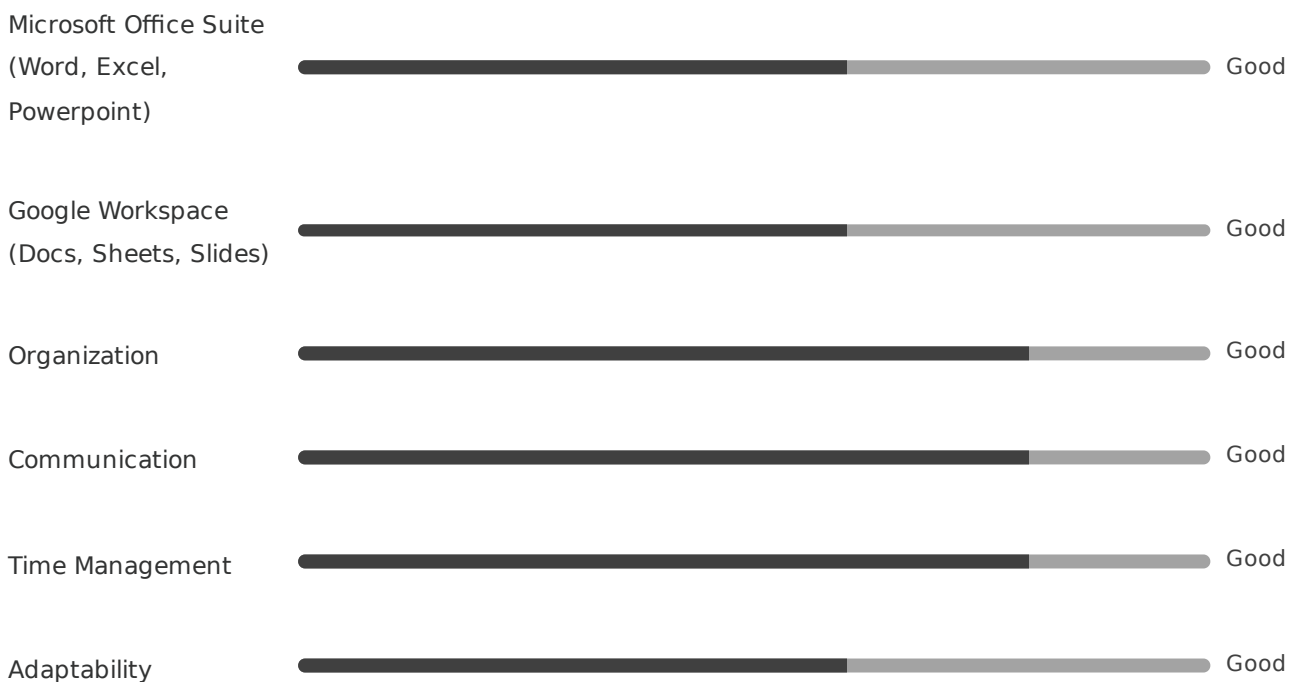
## Education

### Sisters of Mary School-Girlstown, Inc. | Cebu Philippines

Technical-Vocational Livelihood, High School Diploma | Apr.2017 - Jul.2022

- With Honors
- English Student Teacher
- Campus Opinion Writer
- Debate Club Member
- Participated in World Scholar's Cup 2019, Youngster Magazine Contest 2020, Coral Triangle Day 2020, Asian English Olympics 2021, Youth Speech Congress 2022

## Skills



## Languages



## SUMMARY

- Versatile professional bringing forth a dedicated attitude and committed to utilizing my skills and experience in fixed asset management, language coaching, and customer service to further the mission of the company.