

MARIE MAY R. VELOSO

1096-C. MJ Cuenco Ave., Carreta Cebu City

Cell No. 0992-388-0397

Email:velosomariemay0@gmail.com



OBJECTIVES

To work with co-workers in order to achieve a common goal in highly competitive working environment.

WORK EXPERIENCES

SALES CLERK REPRESENTATIVE
BIG BADWOLF MALAYSIAN BOOKSALE

CLINIC ASSISTANT
Dr. Guian Sumalinog Family Medical Clinic
Dr. Janie Lou B. Reyes Dental Clinic

ONLINE MARKETING AGENT
IAM WORLDWIDE

SECRETARY
MARINE BOY DIVE SHOP

CUSTOMER SERVICE Representative
Tech Mahindra – January 2017 to February 2018
Qualfon Cebu Philippines- February 2018 to October 2019
Task Everyday-November 2019 to November 2020
24-7 Intouch -November 2020 to January 2022
Foundever (Sitel & Sykes)-January 2022-December 2023
TDCX PH January 2024- March 2024

VISA OFFICER/FRONTDESK
TLSContact Philippines – March 2024 to June 2024

PERSONAL DATA:

AGE : 24 YEARS OLD
CIVIL STATUS : SINGLE
CITIZENSHIP : FILIPINO
RELIGION : ROMAN CATHOLIC

EDUCATIONAL BACKGROUND:

Primary Level : CITY CENTRAL SCHOOL
P. Del Rosario Street, Sambag1, Cebu City, Cebu
Secondary Level : UNIVERSITY OF SOUTHERN PHILIPPINES
FOUNDATION (JHS)
: MABOLO NATIONAL HIGH SCHOOL (SHS)

SKILLS:

- Trainable and Can do multi -tasking at work as needed
- Possess good communication skills to the client
- Proficient in basic computer software system

REFERENCE:

- Arnold Adia
Branch Manager
IAM WORLDWIDE CEBU
09650680292
- Janie Lou B. Reyes
Dentist
Dr. Janie Lou B. Reyes Dental Clinic
09432627441
- Joselito Christopher Rallos
Governor
KABALIKAT 940 CIVICOM CEBU CHAPTER
09177946097
- Rogie Nichole Aquino
Branch Manager
TLScontakt Cebu
09561323218

I hereby certify that all foregoing information is true and correct to the best of my knowledge and belief