



Illamae N. Bellosillo

Contact no.: 34046900

Email: bellosilloillamae30@gmail.com

“To garner a demanding job in a prestigious institution. Where I can share my capabilities to abet industrial interest.”

Work Experience

BFG International W.L.L

Receptionist

November 2022-Present

Top Manpower Service

Secretary

April 2022-October 30, 2022

Soller Trading Co. W.L.L.

Saleslady

May 2019 - April 2022

Chaise Cafe Art Gallery

Waitress/Cashier

2017-2019

WENDEMAR Phosthetics

Admin

2016-2017

Eurotel Boracay

(On-the Job-Training)

2016

Superv Events

Events Head

2013-2016

Special Skills

- Able to work with Microsoft Office (Word, Excel, Powerpoint Presentation)
- Computer skills (email, printing and scanning documents)
- Able to work with LMRA, Sijilat, Sio, and Bahrain.bh pages
- Able to Apply visa (Domestic & Skilled Workers)
- Able to apply CPR
- Gosi Payments ➤ EWA Bills
- Philippine Embassy Related Work
- Preparing Letters
- Basic bookkeepig works
- Ordering supples
- Costomer Service Skills and Experience

- Handling Client Calls and Inquiries
 - Multitasking and time-management skills, with the ability to prioritize tasks
 - Able to do recruiting task
 - Encoding
 - Assisting HR manager and coordinator with their task.
 - Filing
 - Assisting new hires with their inductions.
 - Assisting staff/workers with cash advance process
 - Investigate employee's issues and conflicts and bring them to solution.
 - Maintain company organization chart and employee directory.
 - Effective verbal and written communication skills
 - Schedule appointment and meetings
 - Answers and direct calls
 - Coordinates and communicates with guests/clients if needed.
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Education

Business Management

Bronze Medalist in Business Proposal and Presentation
Filipino Institute Bahrain Campus, Manama Kindom of Bahrain
August 30, 2019

Event Management Training NCIII

John B. Lacson Foundation Maritime University-Molo
M.H Del Pilar Street, Molo 5000, Iloilo City Philippines
April 22, 2016

Tritiary-BS Cruise Ship Management

John B. Lacson Foundation Maritime University-Molo
M.H Del Pilar Street, Molo 5000, Iloilo City Philippines
2012-2016

Secondary-Special Program for the Arts

Thearter Arts Student.
Balantian National High School
2008-2012

Personal Details

Date of Birth: August 30, 1994
Age: 28 years old
Civil Status: Single
Natinality: Filipino
Gender: Female

I here by certify that the above fact contain in the above written is true and complete to the best of my knowledge.

Illamae N. Bellosillo
Applicant