Ms. Gracechellou M. Calasicas

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Dear HR team,

I should be grateful if you would consider my application. I am looking for a career growth which will help me to modify my personalities and abilities in terms of working. This is one of the hardest decisions I ever made which is getting out of my comfort zone but getting out to your box is the only way to build a strong you, which I believed is true.

I had an almost ten years of customer service experience in different fields such as Banking & Finance, Automotive, Telecommunication, Food & Beverages, and Transport & Logistics Services. I enjoyed every hour dealing with customers, knowing their wants & needs, explaining & highlighting the benefits of the products & services, and specially resolving their issues & complaints to the products or services. On every fields that I been with I performed, contributes, and generate a success in every work and goals of the company.

I started as a Teller in a small payment center right after I graduated which thought me how to deals with a huge bunch of customers in the same time. A year goes by an opportunity came and knocks on my door which I accepted without any knowledge about that fields. I became a Store Assistant in one of the most leading auto glass retailers in our country which I performed so well that made me as a Store Supervisor in just a few months. I handle one of the major branches in North Luzon which I consecutively hit the monthly target quota and collections of the branch. After a year and a month, they saw my potential in handling stocks and distribution which is the reason I believed promotes me to became a Warehouse Supervisor in their newly opened warehouse in Metro Manila. After that, I resigned due to having an opportunity to work abroad but unfortunately the visa was declined where leads me to become part of Business Process Outsourcing known as Call Centers in our country. I became a Customer Service Representative and, in a few months, became a Technical Support Representative which we are dealing to the customers of one of the well-known telecommunication service providers in United States of America named Virgin Mobile. I was awarded as a Top SPS performer for three consecutive months and able to hit my target goal every month. And after that time my opportunity to work abroad came true. I started to work here in Bahrain as a Production Staff in one of the best chocolate cafés in the country knowns as DipnDip, which gives me opportunity to learned about F&B industry and its fields. I became the head of the production after a year which give me more knowledge in handling staffs and department. I became the first announced employee of the month for the 2 years it has been established. Then, an opportunity knocks on the door which I gratefully accepted to became an Accountant/Secretary in a small logistics & transport company in Hoora.

During my current position, as an Accountant/Secretary for Euro Clearing & Services SPC I am responsible for making & distributing invoices, quotations & statements, encoding & filing documents, contacting customers for collection & other matters regards to their accounts, and making reports such as sales, transaction, collection, expenses, & bank reconciliation which I hardly believed that I accomplished very well. The company was one-year-old and few months before I came and never had proper filing and reports. It became a challenge for me to set up and organized everything from the beginning it was established until I made everything organized and well documented every transaction that company does till present.

For almost 2 years of working to this company I was able to reconcile the bank accounts, make a format how much company works, cost, loss and collected every month which helps my CEO to determine whether the company is performing well or getting loss.

I am very keen to take new responsibilities with bigger operations and high challenges. I am a fast learner and can adapt to new situations, moving from Accountant/Secretary to any office related position.

I am also bilingual with fluent verbal and written skills in English and Filipino Languages and well experiences in dealing with different cultures and nationalities.

I hope I may be granted a personal interview, if you feel my qualifications fit into your vacant position.

Looking forward to working with your esteemed organization.

Sincerely,

Gracechellou M. Calasicas