JERAMIE GUIANG BENECIO 

#58 block 1 Pulido Extension GMA, CAVITE

09957427948

honeyjem\_0925@yahoo.com/honeyjemguiang@gmail.com

**PERSONAL INFORMATION**

 **Nationality** : Filipino

 **Age** : 39

 **Marital Status** : Single

 **Birthdate** : September 25,1981

 **Birthplace** : Barotac Nuevo , Iloilo

  **Language** : English , Japanese, Arabic

 **Attributes** : Goal oriented, competent, hard working

 and trustworthy

 **SkillS** : Customer Service, Housekeeping

**EDUCATION**

 **College** : Polytechnic University of the Philippines

 BS Economics undergraduate

 2nd year college

 **Secondary** : Ramon Magsaysay High School

 Espana , Manila

 Graduate 1997

**WORK EXPERIENCE**

**ALI HASAN ALDHAEN GROUP OF COMPANIES**

**Cashier**

Shop 137, Blk 117 Bldg 1643 Salman Industrial Area Hidd

Kingdom of Bahrain

October 6, 2015 to June 20 2020

Duties and Responsibilities

 Handle cash transactions with customers

 Issue receipts, refunds, change or tickets

 Pleasantly deal with costumers to ensure satisfaction

 Resolve customer complaints, guide them and provide relevant information

 Greet customers when entering or leaving establishments

 Maintain clean and tidy checkout areas

 Keep reports of transactions

**KREATIVO KONCEPTO INC.**

ADMINISTRATIVE ASSISTANT

Unit 304 PMJ Bldg. 1860 Evangelista cor Cuangco Pio del pilar Makati city

January 2010 - January 2012

 Answer and direct phone calls

 Organize and schedule appointments

 Write and distribute email, correspondence memos, letters, faxes and forms

 Assist in the preparation of regularly scheduled reports

 Develop and maintain a filing system

 Update and maintain office policies and procedures

**JERMET INCORPORATED**

**FRONLINER**

1008 rer Bldg. Arnaiz ave Makati City

Nov.2000-April 2004

 Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)

 Greet and welcome guests

* Escort guest from the Entrance to their desired place or table
* Ensure Customer Satisfaction

**TRAININGS**

JAPANESE LANGUAGE AND CULTURE

150 HOURS

MAY 18 TO JULY 19 2009

LANGUAGE SKILLS INSTITUTE TESDA TAGUIG

HOUSEKEEPING

January- February 2014

Tesda Taguig

**CERTIFICATES**

**CAREER SERVICE PROFFESSIONAL ELIGIBILTY 08-13549**

CIVIL SERVICE COMMISION

GENERAL AVERAGE OF 80.49

**JAPANESE LANGUAGE PROFICIENCY**

LEVEL 3 PASSED

**NATIONAL CERTIFICATE II in HOUSEKEEPING**

**No.14130602034301**

**Issued on February 20,2014**

**Valid until February 20, 2019**