

BABON, RICHELL B.

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OBJECTIVES:

To find a challenging and rewarding position where, through my work skills, my good attitude, and other personal attributes, I may realize synergies within a team for the mutual benefit of us all.

Work Experience:

March 11, 2023 To Present

**Akiko Global Commercial Broker LLC
New Millennium Building, Al Manal Tower
Dubai U.A.E.**

Sales Executive:

Doing marketing, Tele calling and offering credit card to the clients and guide them on how to do online process application for CBD and follow up the clients if there done the log in process. And doing marketing in the offices and offer CBD credit card.

November 29, 2021 To February 23, 2023

**SYNERGY Collection Services Inc.
853-B-Edsa South, Triangle Quezon City**

Collection Consultant:

Assisting incoming and outgoing calls regarding the clients credit accounts, and explain their outstanding balance and Offer the clients about the payment terms for onetime payment, restructuring arrangement, split payments, and partial payment, sending email and text blast to follow up the clients to remind them to settle their credit before the due date.

July 17, 2021 To November 20, 2021

**Citiglobal
The One Tower Executive Quezon Avenue**

Marketing Partner:

Doing advertisement of the property in the FB Page and Facebook, assisting the client for the trippings and explain them the quality of the product, must be able to answer the questions regarding the property to the client.

April 5, 2017 To July 20, 2020

**St.Clair Real Estates
Smart Heights Damac, Tecom Dubai U.A.E**

Property Consultant:

Doing advertisement of the property, assisting the client for the viewing and explain them The quality of the product, making the contract agreement between landlord and the tenant, negotiating the price to the landlord, must be able to answer the questions regarding the property to the client, receiving the cheque deposit payment and rental payment to the tenant on behalf of the owner, and Using Prop space system to advertise the unit.

February 10, 2015 – March 11, 2017

**Almas Shopping Center
Ras Al Khaimah, Dubai UAE.**

***Sales/ Cashier**

Assisting the customer needs like finding the sizes, good design and color of clothes, important goal of sales is to sell as much as you can offer to the customers wants. Good attitude must be important, always calm down and being cheerfully assists customers. Must be able to answer questions or concerns and demonstrate good knowledge of the product selling. Any complaints must be handled professionally. Must be able to record the sales and communicate properly.

- Counting the Entry money or cash float, punching the items in POS systems, and handling the customers complain.

December 22, 2010 – November 24, 2012

**Rush Inn Hotel
Bur, Dubai. Dubai UAE.**

***Front Desk/ Telephone Operator**

Welcoming the guests in the hotel, answering the guests inquires and resolves the problem. Check in and check out the guest. Receiving the payments from the guests. Operating IDS system. Updating the guest's registration card. Arranging the Airport Pick- up and Drop. Answering the telephone calls inside and outside calls. Making booking for the guest's, sending emails. Handling the guest complaint, checking the high balance or credit limit of the guest.

December 22, 2007 – December 08, 2010

**Wild Orchid Resort
A.Santos St. Balibago Angeles City
Corner Jhonny's Supermarket**

***Desk Clerk**

Updating in house guest accounts on accommodation and other additional charges
Sorting mails and working with the VEL systems and reservation program
Attending incoming and outgoing PABX calls
Assisting the Guests checking in and checking out
Closing and submitting sales report after end of the shift
Preparing daily income report
Handling the customers complain
Answering visitor inquiries

On the Job training

College Registrar

November 15-April 4, 2007
(SPCF) Sta. Isabella building Mc. Arthur hi-way
Balibago, Angeles City

***Student Assistant**

Answering incoming calls on multi line telephones
Assisting the students
Filing
Encoder

***PERSONAL INFORMATION:**

Birthday : November 9, 1983
Age : 40
Religion : Roman Catholic
Height : 5'0
Status : Single
Visa Status : Employment
Validity of Visa : June 9,2025
Passport No. : P1991251B

EDUCATIONAL BACKGROUND:*** TERTIARY**

Systems Plus College Foundation, Balibago Angeles City Pampanga
Bachelor of Science in Office Administration
Year Graduated: April 10, 2008

***SECONDARY**

San Sebastian National High School, San Sebastian Samar
Year Graduated: March 31, 2001

***PRIMARY**

San Sebastian Elementary School, San Sebastian Samar
Year Graduated: March 29, 1997

***SPECIAL SKILLS:**

Stenography, Typing, Computer Literate, Power Point, Excel, and MS- Word

***SEMINARS ATTENDED**

	Venue	Date
Career Orientation Days	Systems Plus College Foundation	Feb. 25, 2006
Career Awareness Days	Systems Plus College Foundation	Feb. 28, 2007

Date***AWARD:**

Best on the Job training in Office Management Theory and Practice

(Systems Plus College Foundation March 2006)

Nominated as employee of the month

(Wild Orchid Resort- July 2, 2010)

RICHELL B. BABON

Applicant signature

