

LYKA LLOVERAS L.

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Reyes Compound Moonwalk,
Parañaque 1709



OBJECTIVE

Hard-working and motivated individual with a strong desire to learn and grow. I am seeking an entry-level position where I can develop my skills and contribute to the company's success.

EXPERIENCE

May 2017 -
November
2017

Golden Arches Development Incorporated Service Crew

- Completed tasks efficiently, demonstrating strong multitasking abilities during peak service hours.
- Provided knowledgeable product recommendations based on individual customer needs, increasing overall satisfaction levels.
- Maintained a clean and organized work environment to ensure optimal service delivery.
- Provided primary customer support to internal and external customers.
- Contributed to positive company reputation by delivering exceptional service experiences for customers.

June 2018 -
December
2018

Baclaran Mall Sales Associate

- Handled cash transactions efficiently while adhering to company cash handling policies, ensuring accuracy in all financial exchanges.
- Built relationships with customers to encourage repeat business.
- Managed returns, exchanges and refunds in accordance with store policy.
- Maintained calm demeanour and professionally managed issues in busy, high-stress situations.
- Provided positive first impressions to welcome existing, new, and potential customers.

February
12, 2024 -
April 5,
2024

Pasay City General Hospital OJT

More on Clerical work generally involves day-to-day office tasks, such as answering phones and entering data into spreadsheets.
Assist patients for their needs.

EDUCATION

2006 - 2012

Col. E De Leon Elementary School

2012 - 2016

Moonwalk National High School
Junior High School

2016 - 2018

Arandia College Inc.
Senior High School

2018 - July,
9 2024

City University of Pasay
Bachelor of Science in Business Administration Major in Operation Management

SKILLS

- Goal Oriented and Promote positive attitude at work
- Multi – Tasking Strength
- Computer Literate
- Time Management
- Attention to details
- Teamwork and Collaboration

ADDITIONAL INFORMATION

Birthdate : June 30, 2000
Birthplace : Las Piñas City
Age : 23
Citizenship : Filipino
Civil Status : Single