



CASSANDRA GECAIN

CUSTOMER SERVICE
VIRTUAL ASSISTANT
DATA ENTRY / DATA ANALYST
Product Research

CONTACT

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blk 6 lot 11 phase 2 Arkong
Bato Valenzuela City

EDUCATION

Bachelor of Science and Information Technology

2013-2016

GLOBAL RECIPROCAL
COLLEGE

Bachelor of Science and Information Technology

2010 - 2011

CITY OF MALABON
UNIVERSITY

SKILLS

Customer Service

Virtual Assistant

Data Entry

Graphic Design

Product Research

WORK EXPERIENCE

SALES STAFF (OFFICE BASED)

Oct 2022 - Feb 2023

FERNA CORPORATION

Ferna Corporation has all the ingredients of a certified food ingredients specialist. I am the one who entering the order in our database and communicate other clients order.

CUSTOMER SERVICE ADVISOR

Aug 2020 - Dec 2020

CONCENTRIX PHILIPPINES

Concentrix is an American business services company specializing in customer engagement and business performance. The account I handled here is retail, Inbound, Some customer calling to track their order and for asking concern like refund, return and the status of the order.

ADMIN ASSISTANT

Feb 2020 - July 2020

CH ASIA WORLD OF ELECTRIC

industry of Automotive Repair and Maintenance. I am the one who handle the Social Media of the company, like posting the product and the new project of the company and answering the inquiry, Also I'm the one who creating an bulletin board, invitation card, fliers when the company have incoming event.

CUSTOMER SERVICE

Sept 2019 - Jan 2020

PILIPINAS TELESERV

Pilipinas Teleserv is a pioneer in the philippine call center industry. My work here is answering a phone call. like troubleshooting over the phone, and checking the billing account of the customer.

BRANCH SECRETARY

April 2017 - June 2019

MOTORTRADE NATIONWIDE CORP.

Motortrade Nationwide Corporation (MNC) is the leading multi-brand motorcycle dealer in the Philippines, My work here is more on clerical work, answering email and phone inquiries. I am the only one handling the ORCR of all branches in NCR the last process of orcr giving liaisons to all branches (NCR).

NETWORK SUPPORT ASSOCIATE

Nov 2016 - March 2017

CURO TEKNIKA

CuroTek, an ePLDT subsidiary company and organization specializing on taking care of daily business challenges through Managed I.T. Support Operation Services. My work here is answering a phonecall and trouble shooting over the phone.

COUNTER / CASHIER
RED RIBBON TUTUBAN MALL

is a bakery chain based in the Philippines, which produces and distributes cakes and pastries. My work here is cashier and processing the order also designing a cake.

CHARACTER REFERENCE

Karla Ochona
Compliance Associate

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Reymond Dacillo
Hr Assistant

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I hereby certify that the information provided herein are true and correct as far as my personal knowledge is concerned