



MARIAN CLAIRE LABASTIDA

CONTACT

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- Dubai, UAE
- Tourist Visa

EDUCATION

**University of Mindanao
Tagum College** 2018-2020
Tagum City, Philippines
*Bachelor of Secondary Education major in
Mathematics*

SKILLS

- Customer Service Excellence
- Administrative Proficiency
- Communication Skills
- Team Collaboration
- Time Management
- Problem Solving
- Excellent in Microsoft Word, Excel and Powerpoint.

PROFESSIONAL SUMMARY

Dedicated and results-driven professional with a proven track record in customer service and administrative roles. Possessing a solid foundation in managing diverse administrative tasks and providing exceptional customer support, organizational skills, interpersonal abilities, and a customer-centric approach to every task.

EXPERIENCE

Cashier Associate

NCCC (New City Commercial Corporation)

April 2022 - December 2023

Davao, Philippines

- Efficiently process customer transaction using Point-Of-Sale (POS) system
- Accurately handle Cash, Credit, and Forms of payment.
- Ensure that the cash drawer remains balance throughout the shift.
- Resolve customer issues and complaints in a professional and timely manner.

Customer Service Representative

Bureau of Internal Revenue (BIR), Local Government Unit

May 2021 - Dec 2021

Samal, Philippines

- Entertained taxpayer's query pertaining to B.I.R matters
- Received/Secured/Organized/Monitored tax forms.
- Catered Government/Non-Government employees applying Tax Identification Number (TIN).
- Ensured the accuracy of records while implementing efficient filing systems.

Administrative Officer

Lapanday Foods Corporation Inc.

March 2020 - April 2021

Tagum, Philippines

- Perform general clerical duties to support daily office operations.
- Data entry and maintenance of databases.
- Follow established procedures for document processing and record-keeping
- Maintain and Organize physical and digital files and records.
- Submit/Maintain report as required by Management.