



# Aileen Paglinawan Arias

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## Objective

To further hone my professional skills, capabilities and knowledge in an organization which recognizes the value of hardwork and will allow me to contribute in the attainment of company goals and objective.

## Experience

- International Consultant Law Office (ICLO)** Dec. 2024 - Present  
Administrative Assistant
  - \*Answering Calls and Emails.
  - \*Organising files and databases.
  - \*Invoicing and Encoding Bill and Expenses in QuickBooks system.
  - \*Responsible for tracking of pantry stock and office supplies.
- ENOC** 27-Sept. 2014 - 16-Dec. 2024  
Sales Assistant /Cashier
  - \*Managing customer service as per standard set by the company.
  - \*Entering Invoices/Data Entry
  - \*Manifestation of Goods and Returns products using excell sheet.
  - \*Manage transactions with customers using the point of sales system.
  - \*Ensuring store shelves are stocked.
  - \*Resolve customer complaints and concerns.
  - \*Maintain housekeeping.
- SM MALLS, Davao City, Philippines** July 2012 - August 2014  
Cashier
  - \*Managing customer service as per standard set by the company.
  - \*Manage transactions with customers using the point of sales system.
  - \*Scan products and ensure accurate pricing.
  - \*Maintain housekeeping.
- 2GO Travels Logistics Company, Davao City, Philippines** January 2012 - June 2012  
Customer Service Representative
  - \*Monitor and update customers status of their orders and shipments.
  - \*Manage and maintain accurate records of customer.
  - \*Provide pricing and delivery information to customers as requested.
  - \*Booking and issuance of Air and Sea Tickets.
  - \*Transact Bills payment.
  - \*Maintain housekeeping.

## Education

- Assumption College of Davao, Davao City, Philippines** 2010-2012  
2 year Hotel and Restaurant Management

## Skills

- \*Sales \*Team Building \*Problem Solving \*Decision making \*Resistance to stress