



HANNAH ANTONETTE TANZUACO

Profile

An independent and self-motivated professional with a strong knowledge about customer service, business and management skills. Ready for the opportunity to show my capabilities and bringing forth the willingness, positive attitude to help the company to be successful.

Work Experience

Roasters Speciality Coffee Dubai

Team Leader

- Awarded as Best Employee of the year 2024
- Can do multi-tasking when it comes to handling the high volume of customers
- Receiving invoices from the suppliers
- Doing inventory every end of the month
- Creating staff schedule

Dec
2023

-
PRESENT

Genpact Philippines

Part-Time Call Center Agent

- Answering customer inquiries
- Resolve customer issues efficiently and courteously
- Upselling merchandise or service plan
- Inform clients by explaining procedures

July
2020

-
Jan
2021

Starbucks Philippines

Barista/Cashier

- Awarded as Best in Handling Customer Service
- Greeted customers and provide positive interactions in a friendly and courteous manner to facilitate brand loyalty.

Mar
2022

-
Oct
2023

Levi's Philippines Corp.

Sales Representative

- Strong ability to take initiative and confidently direct customer interaction.
- Strong organizational and time management skills.

Mar
2021
-
Nov
2021

Elohim Dental Clinic


Part-Time Receptionist/Personal Assistant


- Review patient's chart and update information about their medical history as necessary and tell the patients what to expect.
- Prepares equipment and assists doctors during examination and treatment

Jan
2020

-
June
2020

 0556583118

 hannah.tanzuaco13@gmail.com

 Al Marwa Bldg. Al Rigga Dubai

Education

Bachelor of Science in Hospitality Management Lyceum of Alabang

2022-2023

- NCII PASSER
- Graduated with High Honors

Expertise

Communication Skills

Time Management

Microsoft Office

Multi Tasking

Phone calls

Language

English

Tagalog