



PRINCESS NUYAD

VIRTUAL ASSISTANT

Profile

I am a passionate Virtual Assistant with 1 year of experience in working for a Recruitment Agency. My goal is give my best in every work that I am doing and to show integrity as I deliver the great outcome of work for the company. To be the asset of the company and obtain a stable position and to be successful in the career path that I had taken.

EXPERIENCE

SENIOR RECRUITMENT EXECUTIVE VA

Sphere Rocket VA

June 2021 - Present

- Conduct initial and 2nd interviews of experienced and non-experienced applicants
- Sourcing of applicants on FB and LinkedIn
- Assess candidates experience and skills based on the clients need
- Social Media Management (FB & LinkedIn)
- Email Management
- Calendar Management
- Lead Generation
- Database management

Customer Service Specialist|Quality Analyst

CONCENTRIX

November 2015 - November 2017

- Handled inbound calls to assist customers who needs appliance repairs, coordinate with technicians to confirm appointments and ETA
- Handled escalated/supervisory calls from Tier 1 agents
- Call listening and auditing
- Conduct coaching and mentoring

 09676281696

 princess.nuyad1995@gmail.com

 Pasig, Manila Philippines

TOOLS

- MS office tools
- Google Workspace
- Hootsuite
- Asana
- Slack
- Canva