



MCJAN GUECO

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About Me

I'm detail-oriented and self-disciplined professional bringing a 6 years' experience in office administration, customer service secretarial including data management and analysis

Language

- English
- Filipino

Skill Set

- CRM & HCM System
- Data Analytics
- Google tools
- App script (Automation)
- Microsoft office
 - Excel
 - Word
 - Power Point
 - Share point
- Reports
- Problem Solving

Education

AMA Online Education

BS - Accountancy
February 2024 - Present

I Lead Institute

Culinary arts
March 2017 -September 2017

Experience

Human Resources Assistant

Tadbeer Al Maha Domestic - Abu Dhabi UAE

February 2023 - February 2025

- Managing Staff Payroll
- Visa Processing (Employment)
- Health Insurance
- Data Management (HCM & Internal Employees Data)
- Implementation (Compliance & Standard Procedures)
- Handling client and staff complaint

Quality and Training Specialist / Customer Service Representative

Majorel - Pampanga , Philippines

April 2020 - September 2022

- Training and development
- Data Management (Maintaining System, Employees Performance)
- Implementation (Compliance & Standard Procedures)
- Managing diaries & scheduling meetings.
- Perform analytics on data based

ESL Teacher

Gngn Eikaiwa Inc - Pampanga, Philippines

July 2018 - October 2019

- Training and development
- Creating Study Materials

Secretary | Receptionist

JTC international Manpower - Malate Philippines

April 2017 - April 2018

- Answering calls, taking messages and handling correspondence
- Managing diaries, scheduling meetings and booking rooms
- Handling legal papers for court
- Data Management
- Social Media Job posting
- Handling client and staff complaint

Skills Summary

Management Skills	95%
Customer Service	98%
HR Function	80%
Data Analytics	85%
Microsoft Excel & Gsheet	90%
Microsoft Powerpoint	92%
Microsoft Share point	88%
Reports	70%
Problem Solving	98%