



# ANALYN TARCENA



Doha Qatar

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## LANGUAGES



English



Arabic



Tagalog

## Experience

- Friendly, compassionate, and attentive to both clients and colleagues.
- Easier to adapt with a multi nationalities.
- Work with the heart under pressure teamwork.
- Multitasking Skills and Problem Solver.
- Sop & Workflow Management
- Legal Documentation and Labor Compliance
- Excellent Customer Service Skills
- Diverse Administrative Support Skills
- Advanced Technology Skills
- Motivated Attitude
- Inventory Control & Procurement
- Strong Organizational Skills
- A self-motivated person.
- Attends work on time as scheduled.
- Excellent communication skills
- Flexibility to work in shifts
- Staff Hiring Process
- Sale and Marketing

## Personal Details

- Nationality: Philippines
- Gender: Female
- Marital status: Married
- B.O.D. : April 06 1984
- Visa Status: Employment Transferable

## Educational details

- High School: Daet Camarines Norte. Moreno Integrated high schools.
- College: Daet College



## Summary

Seeking a challenging career in a growing organization where my knowledge and experience can be applied and which can provide me with a dynamic work atmosphere to extract my inherited skills. Use and develop my attitude to further the organization's objectives and also my careers in the process.



## WORK EXPERIENCE

- In my current role at Private Team Projects and Services, I started as an on-call cleaner (2017–2019), building a reputation for quality and eco-conscious service. I progressed to supervisor (2019–2021), where I was responsible for overseeing field staff, scheduling, client deals, product inventory, and legal compliance with labor authorities. Since 2021, I have taken on a broader role as Administrator/Manager, where I lead overall service operations, handle online bookings, recruit and trained staff, and ensure client satisfaction is maintained at the highest level.
- My strengths lie in team leadership, multitasking under pressure, resolving customer concerns with empathy, and

## Year Work Experience

### Private Team Projects & Services

October 2017 to July 2025

building client trust that results in long-term relationships. I'm highly organized, adaptable, and always eager to take on new challenges.

- Oversee overall services delivery, scheduling and staff assignments. Handle client complaints and ensure high satisfaction and Retention.
- Lead Generation Identify and target potential clients (residential,commercial,offices,contruction sites. Client Outreach: call,email, or visit prospects to introduce services and offer quotations. Services presentation: Prepare and present proposals with clear pricing and services details. And Negotiate contracts. Marketing promotes company image and offline marketing- distribute flyers.

#### Duty And Responsibility's

- Ensuring the patient will drink medicine on time
- Preparing and bring to hospital for the appointments
- Medication reminders
- Homemaker services including general cleaning, housekeeping and cleaning, laundry, menu planning, cooking, Drop and pick the kids in school, help to do the homework
- Bring the kids and the play area

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- Ensure the kids have in good health
- Companionship, including activities, discussions, encouragement, reassurance

#### Duty And Responsibility's

- Identifying customers needs, clarify information, research every issue and providing solutions.
- Providing information about product and service taking orders.
- Field phone calls from prospects or customers who have questions about a company services or products.
- Ensuring that consumers are satisfied with products or Services by handling complaints and inquiry .

## Analyn Tarcena

## Refference Details

- Mr. Feras Owaidat  
+97451299129

- **Household Private in Qatari Family**
- Year 2011 to 2016

- Mr. Salman Abdullah  
+97455126633

### **Private Health Facility**

Private Health Administrator

#### **Saudi Arabia**

- 2009 – 2011

### **Call Center**

Call Center Agent

#### **Philippines**

2006 – 2008