



# MARY JANE LANTO

## RECEPTIONIST

- +974 74487803
- mjdigal7@gmail.com

ZONE 45,BUILDING 38 ,933  
ALZAITOUNA STREET AL MATAR  
,DOHA QATAR

### EDUCATIONS

IMUS COMPUTER COLLEGE  
IMUS ,CAVITE  
2023  
OFFICE MANAGEMENT COURSE

### SKILLS

#### Multitasking skills



#### Office technology skills



#### Resourceful Problem



### PERSONAL STATEMENT

Hardworking and dedicated receptionist/sales representative with 3 years of experience providing integral office support in high volume client setting. Eager to join a new team of professionals and assist them in thriving with my characteristic passion and commitment to excellence.

- Birthdate : DECEMBER 11,1993
- Birthplace : BOHOL, PHILIPPINES
- Gender : Female
- Language : English,Tagalog ,Arabic(30%)
- Religion: CATHOLIC
- Contact #: whatsapp 744 87803
- QID # : 29360820119

### WORK EXPERIENCE

**\*Sales Representative 2019-2024  
@WILCON DEPOT**

**PASONG TAMO,MAKATI CITY  
FAIRVIEW ,QUEZON CITY**

**\*SALES PERSONNEL 2025-2026  
AL SHAHEEN EST  
DOHA,QATAR**

- Handled selling area, mail, and some accounting responsibilities
- Greated clients and provided them with information and superior service
- Managed the office database, mail, distribution, and the physical setting and logistics of the front office