



Deira, Dubai
United Arab Emirates



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OBJECTIVE:

A hardworking and a dedicated professional looking forward to work in a reputed organization that provides opportunities for career growth and advancement, actively participate in the achievement of its objectives and strive to bring continuous accomplishment to the company.

REFERENCE

[Available upon request.]

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EXPERIENCE

ACCOUNTS ASSISTANT- Saud Shehatha Construction
Dubai, UAE (January – May 2020)

- Handling Petty Cash/E-Dirham Account and Noqodi Account in the data base
- Filing on the Bank Files
- Monthly Bank Reconciliation
- Entering Journal Voucher, Cash Payment Voucher and Payment Voucher in the system using Tally ERP 9

CUSTOMER SERVICE ASSISTANT- Fresh Concept Foods
Dubai, UAE (July 2017 to July 2019)

- Answering customer enquiries and give information about the products and the new products
- Guiding and giving the customers satisfactory service
- Maintaining the facility area control sheets
- Checking and monitoring of the equipments
- Support the merchandiser
- Preparing LPO's
- Updating the supervisor regarding customers feedbacks, suggestions and complaints in a timely basis

EDUCATION

SLSU – Judge Guillermo Eleazar
Tagkawayan, Quezon, Philippines

2005-2009

Degree: Bachelor of Science in Business Administration

SKILLS

- Computer literate (Microsoft Office Application, Internet and Email)
- Can write and speak proficiently in English
- Has good facilitation and communication skills
- Dependable, decisive, can work well under pressure and with minimum supervision.
- Has strong interpersonal relations skills
- Able to handle customer services
- Effective & Efficient, Disciplined and Fast Learner