

RHIA ANGELICA S. ENGUANCHO

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Al Rigga, Deira, Dubai



GENERAL OBJECTIVES

To be part of this company and to help in attaining its mission and to employ my knowledge and experience by applying my skills and aptitude and further enhance my professional growth.

WORK EXPERIENCE

KGC COMMERCE DMCC

Fortune Executive Tower, JLT, Cluster T, Dubai UAE

- **Operations Assistant**
July 2019 to present
 - Works closely with the Operations Manager to see daily business operations
 - Handling the operation sheet
 - Coordinating with the incoming new orders.
 - Monitoring the everyday status of orders outside the company.
 - Analyzing ecommerce transaction and recommend improvements to enhance customer experience.
 - Providing support to all associate activities and monitor all issues and assist in resolution of same.
 - Handling the orders, preparing the items and ship them out.

Lyceum of the Philippines University – Cavite Campus

- **Teller/Accounting Assistant**
July 2016 to May 24, 2019
 - Works at teller station and deal directly with customers
 - Handling Cash and Checks
 - Issues corresponding official receipts
 - Prepares deposit slips for cash and check collected for the day. Ensures immediate deposit of daily collection on or before the following banking day.
 - Checks the accuracy and completeness of collection against Official Receipts issued.

SKILLS AND QUALIFICATIONS

Computer Literacy: Proficient in Microsoft applications

Communication Skills: Effective oral and written communication skills

EDUCATIONAL BACKGROUND

Tertiary: **Lyceum of the Philippines University-Cavite Campus**

BS Business Administration major in Management Accounting

Date Graduated:
April 22, 2016

BS Accountancy

Date Attended: 1st year A.Y. 2012-2013

SEMINAR AND MEMBERSHIP

Member Junior Philippine Institute of Accountants (JPIA) at LPU-Cavite
A.Y. 2012-2013

Member Entrepreneurial Action US (ENACTUS) at LPU-Cavite
A.Y. 2015-2016

Member Junior Philippine Institute of Management Accountants (JPAMA) at LPU Cavite
A.Y. 2015-2016

Know Your Money and Counterfeit Detection at Bangko Sentral ng Pilipinas
Date: August 8, 2017

PERSONAL DETAILS

Gender:	Female
Date of Birth:	March 30, 1995
Age:	25
Civil Status:	Single
Religion:	Catholic
Citizenship:	Filipino
Visa Status:	Employment Visa- Freezone

REFERENCES

Ms. Michelle Angeline Galan

KGC Commerce DMCC

Operations Manager

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