



HERBERT GOTOS

COUNTER STAFF

+971582724040

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Villa 28, Al Lahin St., Abu Dhabi, N/A,
United Arab Emirates

LANGUAGES

Tagalog

English

SKILLS

Time Management

Teamwork

Data Entry

Microsoft

Patience

PERSONAL DETAILS

Date of birth

JANUARY 11 1997

Nationality

FILIPINO

Marital status

SINGLE

ABOUT ME

More than 3 years' successful experience in customer service and support with recognized strengths in account maintenance and problem-solving.

To obtain a position where customer service skills, ability to multi-task, and dedication to quality can aid in the success of your organization.

WORK EXPERIENCE

COUNTER STAFF

PALAWAN PAWNSHOP PALAWAN EXPRESS PERA PADALA |
TACURONG

FEB 2019 - JAN 2023

- Transact Local & International Remittance Of The Client.
- Offer Auxiliary Product Like Insurance, Money Exchange & Suki Card.
- Handling Customer Concern & Complaint.
- Perform A Basic Accounting And Ledger Book Every Day.
- Ensure That All Branch Transactions Are Performed In Line With Bangko Central Ng Pilipinas (BSP) Guidelines And Other Regulatory Requirements.

ADMIN STAFF

SULTAN KUDARAT DIVISION OFFICE | ISULAN

NOV 2017 - MAR 2018

- Provides Office Employees With Administrative Support Including Typing , Filing, Answering Telephones And Other General Office Duties.
- Follow Safe Work Practices And Adhere To Company Guidelines And Policies For Planning And Executing Work In A Safe Manner.

SERVICE CREW

JOLLIBEE FOOD CORPORATION | TACURONG

MAR 2015 - SEP 2016

- Smile And Greet The Customer.
- Take The Order, Do Suggestive Selling
- Total The Order, And State The Amount
- Receive Payment And Change, If Any. And Give Receipt
- Assemble Order
- Present The Order. Receive Receipt
- Thank The Customer. And Ask For Repeated Business

EDUCATION

BACHELOR OF SCIENCE

SULTAN KUDARAT STATE UNIVERSITY-TACURONG CAMPUS |
TACURONG CITY

2018

Graduated With The Degree, BACHELOR OF SCIENCE IN ENTREPRENEURIAL MANAGEMENT on April 8, 2018 At Sultan Kudarat State University-Tacurong Campus .