

## HERBERT GOTOS

## COUNTER STAFF



Villa 28, Al Lahin St., Abu  
Dhabi, UAE



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om



More than 3 years' successful experience in customer service. To obtain a position where customer service skill, ability to multi-task, and dedication to quality can aid in the success of your organization.

## EDUCATION

## BACHELOR OF SCIENCE

SULTAN KUDARAT STATE  
UNIVERSITY / TACURONG / 2018

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

## SKILLS

Time Management Skills

Written and Verbal  
communication skills

MULTI TASKING

## LANGUAGES

ENGLISH

TAGALOG

PALAWAN  
PAWNSHOP  
PALAWAN EXPRESS  
PERA PADALA

Feb 2019-Jan 2023  
TACURONG

## REMITTANCE CENTER REPRESENTATIVE

Transact Local & International Remittance Of  
The Client.

Selling And Appraising Jewelry.

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 Transaction Are  
Performed In Line With Bangko Central Ng  
Pilipinas (BSP) Guidelines And Other Regulatory  
Requirements.

JOLLIBEE FOOD  
CORPORATION

Mar 2015-Sep 2016  
TACURONG

## COUNTER STAFF

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

Sultan Kudarat  
Division Office

Nov 2017-Apr 2018  
ISULAN

## ADMIN STAFF (INTERSHIP)

Answers phone calls, schedules meetings and  
supports visitors.

Carries out administrative duties such as filing,  
typing, copying, binding, scanning etc.

Provides information by answering questions  
and requests.