



ANGELI Espinosa

CONTACTS



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Al Karama, Dubai, United Arab Emirates

EDUCATION

Professional Diploma in Microsoft Office
Filipino Institute - Dubai, United Arab Emirates
October 2021 - April 2022

Bachelor of Science in Business Administration
Major in Marketing - Bulacan Agricultural State College
2006 - 2012

SKILLS

- Customer service and result oriented
- Efficient and well-versed in written and verbal communication skills
- Can work under pressure in a fast-paced environment
- Focus on guest / client's needs, always remain calm and courteous
- Proficient with Microsoft Office Suite
- Hard-working, reliable, adaptable, and flexible
- Ability to be resourceful and proactive in dealing with issues that may arise
- Highly motivated

PERSONAL INFORMATION

Civil Status: Married
Date of Birth: 08 May 1990
Nationality: Filipino
Language: English & Filipino
Visa Status: Employment Visa
Visa Validity: 26 May 2025

OBJECTIVE

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

WORK EXPERIENCES

July 2021 - Present - **Administrative Assistant | Innovative Digital System Svcs LLC**
IT & Networking Services - Dubai, United Arab Emirates

- Maintaining physical and digital personnel records like employment contracts
- Preparing employees salary certificate if requested
- Prepare HR documents, like employment contracts and new hire guides.
- To provide administrative support to the HR department, undertaking all administrative duties associated.

Apr 2019 - May 2020 - **Cashier cum Admin Assistant | Onyx Exchange**
Foreign Exchange / Financial Services - Dubai, United Arab Emirates

- Provide courtesy services to customers. Maintains an organized reception area
- Ensuring all activities are completed within time scales and with a high degree of accuracy
- Ensures and provides quality service to both internal and external customers
- Ensures the delivery of quality service to customers while adhering to operational controls and avoiding cash excesses and shortages.
- Handles different types of currencies

Mar 2017- Mar 2019 - **Cashier cum Customer Service | Orient Exchange LLC**
Foreign Exchange / Financial Services - Dubai, United Arab Emirates

- Coordinate customer payments and billing, handling cash, receiving payments by cash and cheque, performing daily cash count
- Carry out smooth and error -free transactions within the branch
- Ensuring the safety of all items in vault (cash fund) and the correct amounts of money are coming in and going out.
- Manage and handle the cash / checks transactions at the counter

2015 - 2016 - **Customer Service Assistant | Mercantile Stores Group**
Bills Payment Center- SM Baliuag, Baliuag Bulacan, Philippines

2012 - 2014 - **Business and Clients Relations III | PJ Lhuillier Inc.**
Cebuana Lhuillier / Pawnshop & Remittance - Makati City, Philippines

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

ANGELI B. ESPINOSA

Applicant