



# ANGELIE BARREDO ANTONIO

## OBJECTIVES

Customer service assistant / cashier with 4 years of experience dealing with unusual circumstances on people's behavior. Independently acquired skilled knowledge, helps enhance my ability as an effective individual in the organization. I am pursuing my knowledge opportunity to grow professionally and to help promote corporate mission.

## WORK EXPERIENCES

### *Cashier/ Customer Service Assistant*

August 2020 - Present

Spinneys Dubai LLC

Dubai Silicon Oasis, Dubai, UAE

- Taking payments by cash and debit/credit cards.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Keep reports of transactions.
- Answering customer calls enquiries or passing them on to the appropriate department.
- Resolve customer complaints, guide them and provide relevant information.
- Pleasantly deal with customers to ensure satisfaction.
- Manage returns from customers and follow the return and re-service food SOP on the same.
- Arranging services for customers, for example reserving items that are available.
- Ensure a high level of personal hygiene and good hygiene habits at all times.

### *Accounting Staff*

August 2018 – November 2019

Mall of Ace Centerpoint

Koronadal City, South Cotabato, Philippines

- Daily enter key data of financial transactions in database.
- Prepare bank deposits, general ledger postings and statements.
- Provide accounting and clerical support to the accounting department.
- Maintaining monthly, weekly and daily report of transactions.
- Arranging reports in corresponding clients/company name.
- Type accurately, prepare and maintain accounting documents and records
- Reconcile accounts in a timely manner.
- Operating scanners, scales, cash registers, and other electronics.
- Provide assistance to company personnel..

## CONTACTS

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Dubai, UAE

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## PERSONAL DETAILS

Date of Birth : 23 Oct 1997

Marital Status : Single

Nationality : Filipino

Visa Status : Employment Visa

## LANGUAGES

- English (Fluent)
- Tagalog

## EDUCATIONAL ATTAINMENT

- ✓ Bachelor of Science in  
Business Administration  
major in Financial  
Management (2014-2018)

## SKILLS

- Ability to handle transactions accurately and responsively
- High level of energy with strong customer service skills.
- Ability to maintain a positive attitude
- Strong verbal and personal communication
- Flexible and Persistent
- Stress tolerance
- Computer Encoding,  
Microsoft Word, Microsoft  
Excel