

JELLY ROSS D. MANGAYA

Address: Abu Shagara, Sharjah U.A.E
Marital status: Married
Age: 26
Email I.D: jellymangaya28@gmail.com
Contact no: +971559202594 Nationality:
Filipino
Sex: Female



OBJECTIVE

I am seeking employment with a company where I can grow professional and personally. To work in tandem with a team in a challenging and competitive environment where I could improve my knowledge, capabilities and put them to use for the development of the organization.

Education

TERTIARY

- **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**
Mabalacat City College (Mabalacat City, Philippines)
2014-2018

SECONDARY

- Dapdap High School (Bamban, Tarlac, Philippines)
2008-2012

TRAININGS AND SEMINAR

- **TESDA (Computer Literacy and Training)**
JULY TO NOVEMBER 2017 PHILIPPINES
- **ADVANCED CUSTOMER SERVICE (LULU INTERNATIONAL EXCHANGE)**
YEAR 2019 till 2023
BUSINESS BAY DUBAI UAE
- **CASH AND ME TRAINING (LULU INTERNATIONAL EXCHANGE LLC)**
YEAR 2019 AND 2023 BUSINESS
BAY DUBAI UAE
- **ANTI MONEY LAUNDERING SEMINAR (AML)**
YEAR 2019 AND 2020 BUSINESS
BAY DUBAI UAE

Experience

- **LULU INTERNATIONAL EXCHANGE LLC**
NOVEMBER 2018 UP TO PRESENT

(HEAD FOREIGN CURRENCY CASHIER)

Dealing providing information on the conditions and exchange rates for buying and selling foreign currencies, make deposits of money, record all foreign exchange, dealing with other exchange houses in terms of currencies.

(FRONT LINE ASSOCIATE)

Accurately efficiently assist and completes customer transactions, receiving cheque payments, receiving deposits, savings account transactions, salary processing, receiving calls, doing clerical jobs.

- **VERAS FURNITURE**
JANUARY TO JUNE 2018 (SALES/QUALITY CONTROL)
Ensuring Customers Receive Products Free from Defects and Meet Their Needs and Conducting Feasibility Studies to Estimate Work Time.
- **COMMISSION ON ELECTION (COMELEC)**
APRIL TO DECEMBER 2017 (Encoder)
Encoding data of people, receiving and answering calls and doing clerical jobs.

Skills and Talents

- Excellent customer service.
- Provide financial product information.
- Perform clerical duties.
- Handle financial transactions.
- Administer currencies, financial exchange activities, deposits as well as company and voucher payments.
- Excellent in managing customer complaints.
- Excellent communication skills.
- Cash handling expertise.

Jelly Ross D. Mangaya

Applicant

All above information are true and accurate.