



# JERREMY AGUILAR

## Related Work Experience

### Expresspay Payment Center | Nueva Ecija, Philippines

#### Counter Clerk / Cashier - January 2018 - June 2019

- Computes, collects payments from customers for utility services.
- Process international and domestic remittance like Transfast, IRemit and Western Union.
- Records transaction on cash register and issues receipt any change due customer.
- Balances totals received with totals on billing stubs.
- Explains charges on bill to customer initiates action to adjust complaints.
- May collect customers deposit for service connection.

## Work Experience

### Akyasi Service LLC | Yas Mall, Yas Island, Abu Dhabi, UAE

#### Customer Service Assistant/Porter/Concierge - July 2022 - January 2024

- Provide hassle free shopping service to the customers.
- Maintaining a friendly and positive demeanor, warmly welcoming guests, assisting with their shopping bags or carts, handling deliveries and fulfilling any other requests they may have.
- Ensure that all shopping carts and bags are correctly delivered to the customer according to AKYASI procedure.
- Ability to lift heavy objects, good customer service skills and ability to work quickly.

### Lacto-B Incorporated (Yakult) | Angeles City, Philippines

#### Sr. Admin Specialist -February 2020 - May 2022

- In charge with the schedule of Renewals of Registration & Insurance of company vehicles.
- Responsible to make an assessment if the particular vehicles may be for sale.
- Responsible in monitoring the schedule of maintenance of all company's vehicle such as change oil, tune up and other related matter such as preventive maintenance service.
- Prepare day to day activities of Maintenance staff, Corporate Drivers and Shipping Personnel
- Prepare purchase order of maintenance supplies.
- Conduct inventory of materials and other maintenance supplies.
- Negotiate with the car dealers for the purchase of company vehicles.

### Conduent Business Services Philippines Inc. | Pasay City, Philippines

#### Customer Care Associate - June 2019- December 2019

- Take inbound calls for Medicare members, assist members with ordering correct medications, update member's demographics and credit card information.
- Educate members on next fill dates for medications and inform them about expired prescriptions.
- Takes payments for past due balances and attach credit cards to correct orders.
- Transfer members to a pharmacist for questions regarding medications.
- Help members access online pharmacy accounts.
- Educate members about prescription drug plan coverage.
- Process refunds for members, send invoices for medications.
- Ensure member's medication are delivered to the correct address.
- Transfer members to other department for further assistance.

### Montalban Concrete & Asphalt Inc. | Montalban Rizal, Philippines

#### Purchaser/Buyer - June 2017 - December 2017

- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Forwards available inventory items by verifying stock; scheduling delivery.

### Arayat Concrete Sand Inc. | Pampanga, Philippines

#### Dispatcher/Checker - September 2008 - December 2016

- In charged in releasing finished product to be delivered to sister companies and other commercial clients.
- Receives daily schedule/requirements of sister companies and other clients and allocate the schedule to truck drivers for delivery.
- Answering calls from clients regarding their inquiries, production information and availability.
- Supervised plant operation in absence of operations supervisor.
- Assist/entertain walk in clients.

## Contact

### Phone

+971 58 930 4437

### Email

jem\_0604aguilar@yahoo.com

### Address

Hamdan St, Abu Dhabi City

## Certificate

2018

Anti-Money Laundering/Countering the Financing of Terrorism Training Workshop

## Education

2008

Associate in Information Technology

CTC - Central Luzon State University

## Skills

- Computer Literate
- Great technical Skills
- Problem solving and good decision making
- Team Player
- Flexible and Initiative
- Negotiable and persuasive

## References

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