



# Angel Louise Caranto

## Front Office Teller

### My Contact

✉ angel98louise@gmail.com

☎ +971-50-387-5854

📍 Dubai, United Arab Emirates

### Personal Info

- Date of Birth: 25 December 1998
- Age: 25 years
- Status: Single
- Nationality: Philippines

### Hard Skills

- Computer Literate
- Microsoft Office
- Typing speed
- Math Solving

### Soft Skills

- Communication Skills
- Teamwork
- Multi-tasking
- Adaptability
- Problem-solving

### Language

- English
- Tagalog

### About Me

Seeking to obtain an opportunity with advanced company which will benefit from my skills, experience and comprehensive knowledge of my relevant field. I am enthusiastic, self-motivated and reliable. I am team worker and adaptable to all challenging situations. I am listener and learner to communicate well with people. I am able to work well both in a team environment as well as using own initiative.

### Professional Experience

#### **Al Ansari Exchange LLC | Front Office Teller** 2021 – 2024 ; Dubai, UAE

Key responsibilities:

- process cash transactions from clients in national accounts.
- provide information on the conditions and exchange rates for buying and selling foreign currencies.
- making transactions for WPS Corporate Accounts.
- Selling pre-paid multi currency card
- Suggest ideas and improvements based on the above information

#### **Sutherland Global Services | Telecommunication Assistant** 2020 – 2021 ; Clark, Philippines

Key responsibilities:

- Maintains network by troubleshooting and repairing outages.
- Assist in the execution of communication strategies.
- Helps the client to resolve the current issue regarding the product knowledge
- Seize opportunities to upsell products when they arise.

#### **RMS Collect Phils Inc. an iQor Company | CS Representative** 2018 – 2020 ; Clark, Philippines

Key responsibilities:

- Analyzed financial data
- Observed financial performance and identified trends
- Prepared reports on the above information and reported the insights.

### Educational Background

#### **AMA Computer Learning Center** *Web Application Development*

2016– 2018

- served On-the-job training in Same School as a Data Entry Clerk.