

# DONILLE M. ARNOBIT

CUSTOMER SERVICE REPRESENTATIVE



## CONTACT

+971 50 569 4823  
adonille@gmail.com

## PROFILE

To seek and maintain full- time position that offers professional challenges and utilizing interpersonal skills, Resourceful and meticulous professional, recognized for consistently providing each client with comprehensive assistance with their financial transactions. Seeking to bring the same value and dedication to a reputable financial institution that allows for further career growth and exposure

## SKILLS

Motivated and Flexible on pursuing goals and can easily adapt in and given solution.  
Understanding customer needs and responding to difficult customers  
Data Entry and maintenance  
Fast learner  
Problem Solving  
Communication Skills  
Communication  
Creativity  
Strategic thinking

## EXPERIENCE

### **WE VAPE – Khalidya Abu Dhabi**

**Sales Associate** – January 5 2023 to Present

Ensure High Level of customer satisfaction through excellent sales services  
In charge of Social Media account  
Inventory and maintain in-stock and presentable condition of the product  
Process POS if necessary  
Remain Knowledgeable of all product to discuss with the customer  
Dealing with the supplier

### **Palawan Express Exchange – Teller/Customer Service Representative**

NOVEMBER 2020 – MARCH 2022

Executed Customer transaction regarding cash, Money orders and money exchange.  
Proficient in exchanging 30 Different currencies  
Maintained Balancing record with 100% rate of accuracy.  
Proficient in using computer and other office equipment.  
Exceed monthly sales goals.  
Recorded amount sales received and prepared report transactions.  
Process exchange and foreign currency.  
Maintain accuracy of all data and verify the same for all customer service.

## EDUCATION

Laguna State Polytechnic  
University  
April 2019 - Undergraduate  
Bachelor of Science  
Information Technology

Laguna Elementary  
School Philippines

**Bigbuks Money Changer –  
Cashier/Customer Service  
Representative**

NOVEMBER 2019 – October 2020

Ensuring transaction procedures, company policies and abide by all and safety guideline as per company standards.

Provide support and information to customer over the counter and by phone.

Responded to customer requests for products, services and company information.

Maintain knowledge on all customer requirements and provide appropriate solutions.