



RICHEID MAHISTRADO PIDLAOAN



 **Home Address:** Al Satwa, Dubai

 **Mobile Number:** +971 559487588

 **Email Address:** richpidlaoan13@gmail.com

OBJECTIVE

Seeking a career in a company, where I will be able to share my knowledge and skills that I acquired through my job. Aiming to improve my knowledge and my communication skills in highly challenging environment that will give me a chance to help and grow with the company.

PROFESSIONAL EXPERIENCE

➤ **Aquarius MEA Textile Trading L.L.C/Trutex** (November 2017 – Present)

Cashier/Sales Officer

Al Joud Center, Al Qouz 1, Dubai, UAE

- Managed daily transactions utilizing Sage 200 software and conducted monthly sales reconciliation.
- Monitored stock levels on a monthly basis and prepared and submitted sales reports.
- Organized and maintained documentation files, including invoices and delivery receipts.
- Provided excellent customer service by promptly addressing calls, emails, and complaints, effectively resolving customer issues.
- Maintained shop operations, ensuring the cleanliness and organization of inventory.
- Handled cash and card sales responsibly, with accurate submission to the office.

➤ **Clinica Manila** (May 2015 – May 2017)

Office Assistant

Mandaluyong, Metro Manila, Philippines

- Coordinated front desk activities, including patient check-ins, appointments scheduling, and inquiries, ensuring a smooth patient flow.
- Maintained patient records in compliance with confidentiality and regulatory standards, demonstrating attention to detail.
- Managed phone calls and emails, addressing patient queries and providing information on clinic services with professionalism.
- Scheduled and confirmed patient appointments, optimizing the clinic's appointment system for efficiency.

PERSONAL INFORMATION

- **Age** : 28 years old
- **Date of Birth** : June 13, 1995
- **Visa Status** : Residence Visa
- **Notice Period** : 1 month
- **Civil Status** : Single
- **Nationality** : Philippines
- **Language Spoken** : English and Tagalog

