



ROVILORD SANTOS

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OBJECTIVES:

To be an astute learner and the best performer in your organization. So that I can build an innovative career in your esteemed organization by using my skills and other significant talents.

SKILLS:

- Good communication skills in English and Filipino (Written and Spoken)
- Demonstrate flexibility and persistence.
- Can work well independently and as a team.
- Able to organize, plan, and prioritize job.
- Able to adapt, interact, and engage with people (working in a non-working environment).
- Exceptional computer skills.
- Solid Cultural Mindfulness.
- Motivated with negative feedbacks.
- Dependable and has a positive attitude.
- Trustworthy, Responsible, and has a strong commitment to work.

PERSONAL DATA:

Birth Date : November 28, 1994
Age : 27 years old
Nationality : Filipino
Civil Status : Single
Height : 5'2"
Weight : 55KG

EDUCATION:

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
MAJOR IN COMPUTER HARDWARE
SY: 2011-2016
STI COLLEGE OF ACADEMIC CENTER
SANGANDAAN CALOOCAN CITY

EMPLOYMENT HISTORY

ADMIN & DATA ENCODER

BDO UNIBANK HEAD OFFICE
ORTIGAS, MANDALUYONG CITY, PHILIPPINES
MAY 2019 - JUNE 2022

- Encoding the customer's information.
- Emails the branches for the updated customer's information.
- Prepare proposals and quotations.
- Generating Invoice.
- Follow-up with clients.
- Managing the reception and keeping it tidy and clean.
- Responsible for all the administrative task in the reception.
- Schedule Meetings
- Responsible for handling emails
- Sorting and Filing Documents

OFFICE STAFF & ADMIN

SYMANPRO MANPOWER SERVICES
KARUHATAN VALENZUELA CITY, PHILIPPINES
SEPTEMBER 2017 - APRIL 2019

- Filing, Sorting, and Printing.
- Scheduling meetings & Appointments.
- Attending telephone calls and assisting visitors.
- First contact of vendors & suppliers for all the necessary need of the office.
- Prepare PO and Invoices.
- Scheduling Material purchases and deliveries of office supplies.

MERCHANDISER & CASHIER

PUREGOLD
MONUMENTO, PHILIPPINES
JULY 2016 - AUGUST 2017

- Demonstrated excellent customer service by providing appropriate answers to merchandise questions and troubleshooting orders.
- Completed daily customer transactions promptly and without error, memorized sale prices, answered customer questions while providing exceptional customer service.
- Cashier, promoted to Ladies merchandise handler responsible for displaying new merchandise on the floor as well as ad sets.
- Analyse sales figures, customers reactions and market trends to anticipate product needs and plan product ranges/stock.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them, and provide relevant information.
- Issue change, receipts, refunds, or tickets.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.