

ANGELICA DELOS SANTOS FLORES

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Date of Birth: September 14, 1996



OBJECTIVE:

To obtain a position of responsibility that utilizes my skills and experience to work in a company where I can enrich my knowledge. I work with an organization where I can continuously learn in the pursuit of achieving functional excellence, thus getting maximum job satisfaction and optimum career growth.

SKILLS:

- Knowledge in Basic Adobe Photoshop
- Customer Service
- Sales Support
- Quality Monitoring
- Records and Files Management
- Computer Literate (Windows, Word, Excel, Power Point)

QUALIFICATIONS:

- Willing to acquire more skills from your organization
- Detail oriented and highly articulate.
- Active listener and learner
- Quick learner: able to grasp instructions accurately and complete tasks as requested.
- Work under pressure.

WORK EXPERIENCE:

Sales Entry

SAMAK AQUARIUM in Abu Hail, Dubai U.A.E

July 4, 2022– March 27, 2025, present

- Entry All New Item in Carrefour, Amazon, Noon, Dubai Store and our Website.
- Process all orders from all online platforms.
- Pack all orders.
- Inventory and Edit Price for all items.
- Customer Assistant through phone calls.
- Purchase items from different suppliers.
- Monitoring Sales/Making monthly and weekly reports of sales.
- Controller of online orders

Encoder

CJC Tradequest Inc. Henry's building Ortigas Ave, GreenHills San Juan City Philippines
May 18, 2021 – November 18, 2021

Responsibilities:

- Online Orders Processing like Shopee, Lazada, Edamama, and other online platforms.
- Customer Assistant through phone calls.
- Purchase site materials from different supplier.
- Monitoring Sales/Making monthly and weekly reports of sales.
- Controller of online orders.

Jollibee Foods Corporation SM Center Angono Rizal Philippines

Jollibee Service Crew (Cashier)
April 12, 2015 – September 12, 2017

Responsibilities:

- Welcome customers and help determine their orders.
- Process customer orders and record them in the restaurant database.
- Relay customers' orders to the kitchen staff.
- Ensure all orders are delivered to the customers in a timely manner.
- Accept cash and return the correct change.
- Tally money in the cash drawer at the beginning and end of each work shift.
- Place food orders in the appropriate bags and boxes.
- Respond to customer inquiries, issue receipts, and record customer suggestions.
- Clean and arrange eating, service and kitchen spaces.
- Help kitchen staff when needed.

TRAINING ATTENDED:

**TESDA – NATIONAL CERTIFICATE II
COMPUTER SYSTEMS SERVICING - 2018**

EDUCATIONAL BACKGROUND:

TERIARY: **Renaissance School of Science and Technology**
Bachelor of Science in Computer Science
S.Y 2016-2020

SECONDARY: **Guronasyon Foundation Inc. National High School**
Bilibiran, Binangonan Rizal
S.Y 2007-2011

ELEMENTARY: **Juan Sumulong Elementary School**
Antipolo Rizal
S.Y 2010-2011

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

Sa. Flores
ANGELICA DE LOS SANTOS FLORES