



# HERBERT GOTOS

## COUNTER STAFF

+971582724040  
herbertgotos11@gmail.com  
Villa 28,Al Lahin St., Abu Dhabi, N/A,  
United Arab Emirates

## LANGUAGES

Tagalog	
English	

## SKILLS

Time Management
Teamwork
Data Entry
Microsoft
Patience

## PERSONAL DETAILS

Date of birth	JANUARY 11 1997
Nationality	FILIPINO
Marital status	SINGLE

## ABOUT ME

More than 3 years' successful experience in customer service and support with recognized strengths in account maintenance and problem-solving.  
To obtain a position where customer service skills, ability to multi-task, and dedication to quality can aid in the success of your organization.

## WORK EXPERIENCE

### COUNTER STAFF

PALAWAN PAWNSHOP PALAWAN EXPRESS PERA PADALA |  
TACURONG  
FEB 2019 - JAN 2023

- Transact Local & International Remittance Of The Client.
- Offer Auxiliary Product Like Insurance, Money Exchange & Suki Card.
- Handling Customer Concern & Complaint.
- Perform A Basic Accounting And Ledger Book Every Day.
- Ensure That All Branch Transactions Are Performed In Line With Bangko Central Ng Pilipinas (BSP) Guidelines And Other Regulatory Requirements.

### ADMIN STAFF

SULTAN KUDARAT DIVISION OFFICE | ISULAN  
NOV 2017 - MAR 2018

- Provides Office Employees With Administrative Support Including Typing , Filing, Answering Telephones And Other General Office Duties.
- Follow Safe Work Practices And Adhere To Company Guidelines And Policies For Planning And Executing Work In A Safe Manner.

### SERVICE CREW

JOLLIBEE FOOD CORPORATION | TACURONG  
MAR 2015 - SEP 2016

- Smile And Greet The Customer.
- Take The Order, Do Suggestive Selling
- Total The Order, And State The Amount
- Receive Payment And Change, If Any. And Give Receipt
- Assemble Order
- Present The Order. Receive Receipt
- Thank The Customer. And Ask For Repeated Business

## EDUCATION

### BACHELOR OF SCIENCE

SULTAN KUDARAT STATE UNIVERSITY-TACURONG CAMPUS |  
TACURONG CITY  
2018

Graduated With The Degree, BACHELOR OF SCIENCE IN ENTREPRENEURIAL  
MANAGEMENT on April 8,2018 At Sultan Kudarat State University-Tacurong  
Campus .