# MARICEL TAMPIS SAYAMAN



### Contact

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97150 130 6671

Bldg 110 The gardens Dubai Uae

## Personal Details

Date of Birth : 11/05/1984

Marital Status : Married

Nationality : Filipino

Visa Status:

**Employment Visa** 

### Skills

Good Customer Service. 80% Familiarity with administration duties, Proven data entry work experience, knowledge in office application (Word, Excel, Powerpoint). Ability to work under pressure can do multi tasking

# **OBJECTIVE**

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### **EXPERIENCE**

**Little Diamond Nursery** 01.04.2022

Assistant Teacher

Assisting teacher for daily activity. 01.04.2024

Preparing activity.

Handled and taking care of the kids in the classroom and for going to the washroom.

Prepared all necessary things for the students.

Support for the kids in their needs.

Maintain the cleaniliness of the classroom.

#### Al Ahalia Exchange Uae Dubai June

Customer Relation Executive 2019 -Assisting customers, Answer their queries. February Handle financial transactions. Administer currencies. 2021

financial activities, deposits as well as company.

Trade foreign currencies.

Maintain records of financial transactions.

Provide financial product information.

Process customer account and file documents.

Follow communication procedures, guildelines and policies.

Process WPS

Bills payment.

Solving customer complaints.

### Cosmos Exchange UAE Dubai March

Cashier 2016 -Manage and handle cash / cheque. April

2018

Handle customer complaints

Transact Remittances, Foreign Exchange

Report monitoring.

#### Universal Storefront Services & Corporation(Phils) October

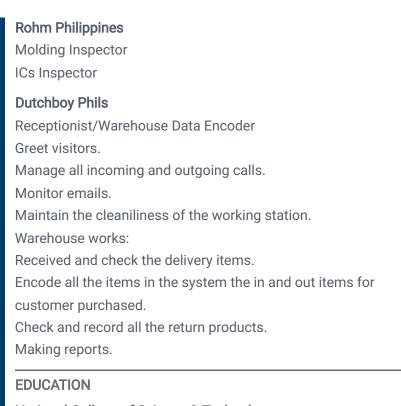
Customer Service Representative 2008 -Manage Cash, Customer Service, handle customer February complaints. 2016

Transant all Remitances local and Internationals

Airline ticketing for local and international

Bills payment, Selling Insurance, Eload

Monitoring all daily reports and monthly report.



National College of Science & Technology

2005

Dec 2006

- March 2007

May

2005 -

Nov 2006

BSBA Major in Management