

# 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 cleanliness 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, guidelines and policies.

Process WPS

Bills payment.

Solving customer complaints.

**Cosmos Exchange UAE Dubai** March

Cashier 2016 -

Manage and handle cash / cheque. April

Handle customer complaints 2018

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 Remittances local and Internationals

Airline ticketing for local and international

Bills payment, Selling Insurance, Eload

Monitoring all daily reports and monthly report.

**Rohm Philippines**

Molding Inspector

ICs Inspector

Dec 2006

- March

2007

**Dutchboy Phils**

Receptionist/Warehouse Data Encoder

Greet visitors.

Manage all incoming and outgoing calls.

Monitor emails.

Maintain the cleanliness of the working station.

Warehouse works:

Received and check the delivery items.

Encode all the items in the system the in and out items for customer purchased.

Check and record all the return products.

Making reports.

May

2005 -

Nov 2006

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**EDUCATION****National College of Science & Technology**

BSBA Major in Management

2005