

# STEWART DAYPUYAT GALZOTE

Address : Dubai, United Arab Emirates

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A service-oriented one with backgrounds in customer service related profession. Core competencies includes communication, technical, sales, marketing and customer service, as well as excellent communication and time management skills. Handles task with accuracy and efficiency.



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## OBJECTIVE

To pursue a career in a challenging position that will enhance and develop my well being thru utilizing my talent, skills and capabilities, thus allowing me to be a valuable instrument in an organization towards success.

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## EXPERIENCE

### **UAE EXCHANGE – Dubai, United Arab Emirates**

Junior Associates – Service Officer – 12/ 2019 to 03/2020

- Answer telephones and provide a customer with information, take messages or transfer calls to the appropriate department.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursement and ensure the accounts are balanced.
- Create, maintain and enter correct information into databases.
- Great customers, handles their enquiries and money transfer transactions with satisfaction and with professionalism.

### **GOLDEN HOUSE OREINTAL BATH CENTER – Dubai, United Arab Emirates**

Receptionist – 08/2018 to 09/2019

- Verify customer, make and confirms booking and schedules of the customer.
- Greets, register customer to the filed, assign rooms and accept their payments.
- Balanced and Talley all sales, expenses and purchases everyday accurately.

### **LANDBANK OF THE PHILIPPINES – Manila, Philippines**

Phone Banking Consultant – Customer Affairs Department - 11/2017 to 04/2018

- Provides resolution to every client's inquiries, issues and concerns with regards to their bank accounts, credit card, loans transactions and record it accurately.

## **SUTHERLAND EBAY UK – Manila, Philippines**

Contact Customer Service Provider – 12/2016 to 04/2017

- Received daily calls about clients inquiries, issues, and concerns with regards to their purchased and or sales transaction.
- Handles and resolve clients complaints.
- Taking records all information of the Seller and Buyers.

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## **EDUCATION**

University of Baguio, Philippines – Graduated May, 2016

Course : Bachelor Degree in Business Administration Major in Operations Management

Diploma and OTR are attested.

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## **SKILLS, TRAITS AND PERSONAL INFORMATION**

- Proficient in English and Tagalog language in speaking and writing
- Customer Service Oriented
- Computer knowledgeable through Windows Microsoft, Words, Excel, Adobe Photoshop and troubleshooting
- Single and unmarried
- With Valid passport and Visa
- Trustworthy, loyal, reliable and with professionalism

THIS IS TO CERTIFY THAT ALL DECLARED INFORMATION PROVIDED ARE ALL TRUE AND CORRECT TO THE VERY BEST OF MY KNOWLEDGE AND BELIEFS.

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**STEWART DAYPUYAT GALZOTE**