

## MARICEL TAMPIS SAYAMAN

Al Barsha 1 Dubai Uae

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### PERSONAL DETAILS

Date of Birth : 11/05/1984  
Marital Status : Married  
Nationality : Filipino  
Visa Status: Visit Visa :  
Until April 2022

### SKILLS

Good Customer Service. 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

**Al Ahalia Exchange Uae Dubai** June 2019 - February 2021

Customer Relation Executive

Manage and handle cash / Cheque transactions at the counter.

Handle customer complaints, provide appropriate solutions for thier concern.

Process customer account and file documents.

Keep record of the customers.

Follow communication procedures, guildelines and policies.

Process WPS.

**Cosmos Exchange UAE Dubai** March 2016 - April 2018

Cashier

Manage and handle cash / cheque.

Handle customer complaints

Transact Remittances, Foreign Exchange

Report monitoring.

**Universal Storefront Services & Corporation( Phils)**

Customer Service Representative October 2008 - February 2016

Manage Cash, Customer Service,handle customer complaints.

Transant all Remitances local and Internationals

Airline ticketing for local and international

Bills payment, Selling Insurance, Eload

Monitoring all daily reports and monthly report.

**Rohm Philippines** Dec 2006 - March 2007

Molding Inspector

ICs Inspector



## **Dutchboy Phils**

May 2005 - Nov 2006

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.

## **EDUCATION**

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**National College of Science & Technology**

2005

BSBA Major in Management