

KAYZELYN ARQUINES

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My objective is to work to the best of my ability at all times and thereby contributing towards the growth of the company, which would also help to advance my career prospects.

SKILLS

- High performer in the work environment which encourages exceptional customer service.
- Actively seeking new ways of working to improve productivity.
- Ability to learn new systems quickly.
- Skilled in keeping tabs of the financial expenses.
- Well-versed in oral and written English
- Computer Literacy
- Typing Skills at 38 wpm

EDUCATION

BACHELOR OF SCIENCE IN
MANAGEMENT ACCOUNTING

Saint Louis University
Baguio City, Philippines
2014 - 2018

ASSOCIATES IN ACCOUNTING
TECHNOLOGY

Saint Louis University
Baguio City, Philippines
2014 - 2017

WORK EXPERIENCE

CASHIER CUM SALES

SLEEPY BEE LLC

December 2, 2022 - April 20, 2023

- Address customer complaints and find solution in consultation directly with the CEO.
- Responsible for providing professional customer service on the sales counter.
- Responsible for receiving payments and issuing receipts, keeping track of all cash and credit transaction.
- Daily report on sales & comparison on the total sale at the designated outlet

ADMIN ASSISTANT AND DATA ENTRY CLERK

REYADA HOME HEALTH CARE SERVICES

Job Location: G42 Biogenix Lab

October 30, 2021 - July 26, 2022

- Responsible in encoding patient information for COVID 19 Test in Abu Dhabi with CLINICS system.
- Analyze and interpret patient's account data and facilitate payments.
- Coordinating with the laboratory for patient's result
- Reporting directly to the Head Nurse for issues encountered by the patients.
- Providing great service to the patients, responding questions, and providing information
- Responsible for maintaining health & safety protocol.