



# Raymond P. Dollete

✉ [raymonddollete7@gmail.com](mailto:raymonddollete7@gmail.com)

☎ +971545687934

📍 Al-Khalid Building, Karama, Dubai, UAE

## PROFESSIONAL SUMMARY

Motivated person who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and master's new concepts and skills. Able to cope with both external and internal pressures to meet the reporting requirements of top management for decision making process. Passionate about ensuring customers leave with a positive experience.

## QUALIFICATIONS

- Proven data entry work experience, as a Data Entry Operator or Office Clerk
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Adherence to laws and best practices in regards to dealing with customers and data
- Comfortable dealing with numbers and the processing of financial information
- Excellent knowledge of MS Office (particularly Excel)
- Proficiency in English
- Direct customer contact requiring strong communication (oral and written) and negotiation skills.
- Meeting sales goals
- Motivation for sales
- Product knowledge
- Self-confidence
- Negotiation

## WORK EXPERIENCE

### Agusan del Sur Electric Cooperative, Inc.

July 2022 – December 2022

#### Customer Service Representative/Billing Staff

- Credit negotiations (payment extensions, arrangements, turn-ons and turn-offs).
- Respond to billing inquiries and handle customers' high bill complaints.
- Provide data to customers requesting new services and/or construction.
- Refer customers to network of agencies able to provide financial assistance.
- Receiving and sorting incoming payments with attention to credibility
- Managing the status of accounts and balances and identifying inconsistencies
- Issuing bills, receipts and invoices
- Manage the status of accounts and balances and identify inconsistencies
- Ensure all clients remain informed on their outstanding debts and deadlines
- Provide solutions to any relative problems of clients

### LOKLOK Agrivet Supply

December 2022 – June 2023

#### Sales Representative/Cashier

- Present, promote and sell products and services using solid arguments to prospective customers.
- Managing transactions with customers using cash registers.
- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Bagging or wrapping purchases to ensure safe transport.
- Preparing weekly and monthly reports.
- Answering client questions about credit terms, products, prices, and availability

## BASIC INFORMATION

**Birthdate:** September 7, 1999  
**Age:** 23  
**Marital Status:** Single  
**Nationality:** Filipino  
**Religion:** Roman Catholic

## EDUCATION

### **Bachelor of Science in Business Administration Major in Operations Management**

Southway College of Technology 2018-2022  
Graduated

### **Senior High Level**

Agusan del Sur National High School 2016-2018  
Graduated

### **Secondary Level**

Agusan del Sur National High School 2012-2016  
Graduated

## LANGUAGES

English and Filipino

## REFERENCES

### **Jaymar F. Monares**

Division Chief Manager at Agusan del Sur Electric Cooperative  
+639098403019

### **Ivy B. Sabaña**

CEO, Founder of LOKLOK Agrivet Supply  
+639103333769