



VANESSA ROCA

Offering 6+ years of experiences with highly motivated and looking for an entry-level position wherein I can contribute my knowledge and skills. And be able to work as an instrument to progress.

CONTACT

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EDUCATION

Bachelor of Science in Computer Engineering

AMA Computer College

2008 - 2012

SKILLS

- Computer Skills (Word, Excel, Powerpoint, etc.)
- Resourceful
- Attention to detail
- Adaptability
- Time Management
- Flexible

PERSONAL DETAILS

Age 33
Birth date 20 February 1990
Civil Status Married
Nationality Filipino

WORK EXPERIENCE

Receptionist cum Cashier

2022 - 2023

Thai Silk Spa | Al Ain, Abu Dhabi

- Answering calls and taking appointments of the clients.
- Problem solving of the different issues from the clients
- Taking payments and ensuring that the list of payments is tally.
- Organize the records and make copies of documents so can easily be found when needed.
- Auditing and checking the stocks of the spa.

Frontline Associate

2018 - 2019

LULU Int'l Exchange LLC | Al Ain, Abu Dhabi

- Accept send and received cash transactions
- Inform customers about foreign currency regulations.
- Receive checks and cash for salary deposit, verify amounts and check accuracy of deposit slips.
- Respond to customer inquiries via personal conversation or through telephone calls.
- Troubleshoot problems with regards to the transaction, to help ensure a positive customer.
- Perform clerical tasks such as typing and filling documents.

Logistic Assistant (after sales team)

2017 - 2018

Yateem Optician | Abu Dhabi

- Receive shipments and ensure both quality and quantity
- Audit freight cost and documentation
- Maintain communication with staff to ensure proper working order
- Assist branch for customer inquiries
- Create packing lists and update shipment information in database
- Monitor and facilitate repair orders
- Coordinate deliveries for repaired or returned items
- Ensure that all items are properly checked
- Dispose of serviceable or damaged items

Cashier cum Receptionist

2015 - 2017

Yateem Optician | Abu Dhabi

- Prepare cash receipt transaction through system
- Receive cash & card payments
- Document all cash & card transaction for the monthly report
- Checking all location in & out from the branches
- Assist customers by their concerns
- Answer incoming calls & resolving customer complains
- Checking the daily stock record

Treasury Assistant cum Teller

2013 - 2014

SM Hypermarket I Philippines

- Perform treasury assistant functions and activities in treasury department
 - Prepare and communicate all previous day banking activity
 - Assist and support treasury staff in physical cash counting activities
 - Check, inspect and verify daily cash transactions. Inspect, investigate and resolve discrepancies in cash transactions
 - Document all cash transaction activities
 - As a Teller also, accepting Western Union and Foreign Exchange Transaction
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Admin Staff

2011 - 2012

Meralco Business Center I Philippines

- Dealing with queries on the phone and email by branches
- Preparing, organizing and storing information in paper and on the system
- Arranging the operation staff schedule
- Document and verify new and old customer details
- Performing admin tasks

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT,
TO THE BEST OF MY KNOWLEDGE

VANESSA REQUERQUE ROCA
Applicant