



Raymond Pedregosa Dollete

Motivated person who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously. 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.

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📍 Al-Khalid Building, Karama, Dubai, United Arab Emirates



WORK EXPERIENCE

Cashier Billing Teller

Agusan del Sur Electric Cooperative, Inc.
San Francisco Agusan del Sur, Philippines

March 2021 – June 2023

- Respond to billing inquiries and handle customers' high bill complaints.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Provide data to customers requesting new services and/or construction.
- Receiving and sorting incoming payments with attention to credibility
- Managing the status of accounts and balances and identifying inconsistencies
- Issuing bills, receipts and invoices
- Ensure all clients remain informed on their outstanding debts and deadlines.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits.
- Count money and give correct change.
- Perform data entry functions on computers.
- Operate Utility computer billing programs.



EDUCATION

Business Administration Major in Operations Management

Southway College of Technology
San Francisco Agusan del Sur, Philippines

2018-2022

General Academic Strand Senior High School

Agusan del Sur National High School
San Francisco Agusan del Sur, Philippines

2016-2018

Special Program in Sports Junior High School

Agusan del Sur National High School
San Francisco Agusan del Sur, Philippines

2012-2016



QUALIFICATIONS

- Research Skills
- Technology Skills
- Management
- Product Knowledge
- Microsoft Office and Data Entry
- Operations Management
- Financial Statement
- Strategic Planning
- Communication and Negotiation
- Proficiency in English



BASIC INFORMATION

Birthdate: September 7, 1999
Age: 24
Marital Status: Single
Nationality: Filipino
Religion: Roman Catholic



LANGUAGES

- Tagalog
- English



INTERESTS

Research

Travelling

Volleyball

Dancing

Video

Photo

Fashion

Freelance