# **RICHEID MAHISTRADO PIDLAOAN**

🔁 Home Address: Al Satwa, Dubai **D** Mobile Number: +971 559487588 **D** Email Address: richpidlaoan13@gmail.com



Seeking a career in a company, where I will be able to share my knowledge and skills that I acquired through my job. Aiming to improve my knowledge and my communication skills in highly challenging environment that will give me a chance to help and grow with the company.

#### **PROFESSIONAL EXPERIENCE**

- Aquarius MEA Textile Trading L.L.C/Trutex **Cashier/Sales Officer** Al Joud Center, Al Qouz 1, Dubai, UAE
- Managed daily transactions utilizing Sage 200 software and conducted monthly sales reconciliation.
- Monitored stock levels on a monthly basis and prepared and submitted sales reports.
- Organized and maintained documentation files, including invoices and delivery receipts.
- Provided excellent customer service by promptly addressing calls, emails, and complaints, effectively resolving customer issues.
- Maintained shop operations, ensuring the cleanliness and organization of inventory.
- Handled cash and card sales responsibly, with accurate submission to the office.
- Clinica Manila **Office Assistant** Mandaluyong, Metro Manila, Philippines
- Coordinated front desk activities, including patient check-ins, appointments scheduling, and inquiries, ensuring a smooth patient flow.
- Maintained patient records in compliance with confidentiality and regulatory standards, demonstrating attention to detail.
- Managed phone calls and emails, addressing patient queries and providing information on clinic services with professionalism.
- Scheduled and confirmed patient appointments, optimizing the clinic's appointment system for efficiency.

## PERSONAL INFORMATION

> Age 28 years old : Date of Birth June 13, 1995 : Visa Status : Residence Visa Notice Period : 1 month Civil Status Single : > Nationality Philippines : Language Spoken **English and Tagalog** :



(November 2017 – Present)

(May 2015 – May 2017)

## **EDUCATIONAL BACKGROUND**

Tertiary:	Associate in Information Technology
	University of Luzon
	Dagupan City, Philippines
	2012 - 2016
Secondary:	St. Michael's Institute
	Bacoor City, Philippines
	2007-2011
Primary:	Doyong-Malabago Elementary School
	Calasiao, Philippines
	2007

#### **SKILLS AND COMPETENCIES**

- Proficient in using Microsoft Office programs such as Word, Power Point, Outlook and Excel
- ➢ Good individual and team working skills.
- > Can work with minimal supervision.
- Knowledge in using Sage 200
- > Able to work under pressure and in a fast-paced environment.
- Strong leadership and interpersonal skills.
- > Excellent ability to adapt a changing environment.

#### **REFERENCE/S**

Will be provided upon request.

I hereby declare that the above statements are true and correct to the best of my knowledge and beliefs.

RICHEID MAHISTRADO PIDLAOAN Applicant