

ANGELIE BARREDO ANTONIO



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Al Badawi Bldg., first floor
room 101 Al Satwa Road,
Dubai, UAE

Education

Bachelor of Science in Business
Administration major in Financial
Management (2014-2018)

Expertise

Ability to multi-task
and to work
independent

Ability to handle transactions
accurately and responsively

Organization
Audit
Attention to detail

Language

English
Tagalog

Objectives

Customer Service Assistant for 2 years & Trainee
Assistant Controller for 2 years, responsible for various
tasks, including supporting accounting management,
formulating internal controls and policies, preparing
financial statements, and form 2.

Work Experience

2020
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Present **Spinneys Dubai L.L.C**
CSA/ Trainee Cash Controller

- Taking payments by cash and debit/credit cards.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Keep reports of transactions.
- Answering customer calls enquiries or passing them on to the appropriate department.
- Resolve customer complaints, guide them and provide relevant information.
- Pleasantly deal with customers to ensure satisfaction.
- Manage returns from customers and follow the return and re-service food SOP on the same.
- Arranging services for customers, for example reserving items that are available.
- Ensure a high level of personal hygiene and good hygiene habits at all times.

2018
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2019 **Mall of Ace Centerpoint, Philippines**
Accounting Staff

- Daily enter key data of financial transactions in database.
- Prepare bank deposits, general ledger postings and statements.
- Provide accounting and clerical support to the accounting department.
- Maintaining monthly, weekly and daily report of transactions.
- Arranging reports in corresponding clients/company name.
- Type accurately, prepare and maintain accounting documents and records
- Reconcile accounts in a timely manner.
- Operating scanners, scales, cash registers, and other electronics.
- Provide assistance to company personnel.