



## **CINDY MAE CONEJO REYES**

Al Ain Abu Dhabi UAE

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**Bachelor of Science in Entrepreneurship**

### **CAREER OBJECTIVES**

To be able to work in an environment that will challenge me further, to obtain a position that will provide me to apply my knowledge and skills to form a productive team work and share my ability and efficient work and to make good communication with other people for building my own path in life and my family.

### **KEY SKILLS**

Customer Service Relations  
Complaint Handling  
Team Collaboration  
Multi- Tasking Capability  
Task Oriented

Interpersonal Skills  
Good Leadership  
Customer Engagement  
Cash Handling Procedure  
Fast Learner

### **TECHNICAL SKILLS AND ABILITIES**

Computer Literate; Microsoft Word, Powerpoint, Excel, Publisher and Outlook  
Knowledge in Editing, Organizing, Analyzing Business Performance, SWOT Analysis  
Writing effective Emails  
Knowledge in SAP/POS  
Knowledge in Accounting Applications; Netsuite, Quickbooks, and Infor Accounts Application

### **PROFESSIONAL EXPERIENCE**

Company: **NESTO HYPERMARKET LLC, UAE**  
Position: **Customer Service Representative**  
Location: Sharjah, UAE  
Period: April 2023 – August 31, 2024

### **KEY RESPONSIBILITIES**

- Attracts potential customers by answering product and service questions and suggesting information about other products and services.
- Contributes to team effort by accomplishing related customer results as needed
- Serves customers by providing product and service information and resolving product and service problems.

Company: **WILCON DEPOT INCORPORATED**  
Position: **Accounts Payable Specialist**  
Location: Quezon City, Philippines  
Period: September 2021 – April 2023

**KEY RESPONSIBILITIES**

- Ensuring monthly payment for supplier and utility billing
- Preparing for Cash and Check Disbursement Voucher and Cash Handling for Petty cash
- Responding to information requests, reviewing financial monthly statements, and assisting with audits

Company: **KHMAYA BUILDERS INCORPORATED**  
Position: **Accounting Assistant**  
Location: Metro Manila, Philippines  
Period: September 2019 – September 2021

**KEY RESPONSIBILITIES**

- Handling communications with clients and vendors via phone, email, and in person.
- Performing basic office tasks, such as filing, data entry, answering phones and processing the mail
- Selecting, Ordering and Purchasing materials at Supplier and Planning and organizing production schedules - Organizing the designs, repair and routing maintenance of product and production equipment

Company: **GREAT BEAR ICE INDUSTRIES CORPORATION**  
Position: **Sales Associate/Marketing Staff**  
Location: Metro Manila, Philippines  
Period: April 2018 – September 2019

**KEY RESPONSIBILITIES**

- Check for stock at other branches or order requested stock for customers
- Keep track of inventory.
- Elevate complaints to management

**EDUCATIONALL BACKGROUND**

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Tertiary: **Quezon City Polytechnic University**  
Course: **Bachelor of Science in Entrepreneurship**  
Address: Novaliches Quezon City  
A.Y. June 2014 - April 2018

**PERSONAL INFORMATION**

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Date of Birth: May 12, 1996  
Place of Birth: Metro Manila, Philippines  
Height: 5'3  
Age: 28  
Language: English and Filipino  
Civil Status: Single  
Nationality: Filipino  
Religion: Catholic  
Passport: P86261B

*I hereby certify that all the above information is true and correct to best of my knowledge and belief.*



Signature over Printed Name