



ARIEZHIA MAE CANARIA

EDUCATION

MICROCITY COMPUTER COLLEGE - PHILIPPINES

2020 - 2022

Bachelor of Science in TOURISM MANAGEMENT

JOSE RIZAL INSTITUTE – PHILIPPINES

2017-2019

Accountancy and Business Management

WORK EXPERIENCE

Central One Bataan Philippines Inc

April 11, 2023 – Dec 20, 2024

Remittance Clerk

Job description – Remittance Officer

- Provides fast and excellent customer service to the customers in a professional manner, following the SGOT Rule (Smile – Greet – Offer – Thank).
- Adhere to AML (Anti-Money Laundering) rules, policies, and procedures at all times.
- Collect and file all transaction supporting documents according to company's uniform filing system and AML policies; arrange for document transfer to the warehouse.
- Resolve customer complaints, independently, wherever possible
- Read, understand, and comply with all announcements from the Head Office or Admin Office.
- Forward technical support requests to the Admin Office.
- Maintain cleanliness of the counter, drawers, tables, and workplace according to office guidelines.
- Answer telephone calls and provide transfer rates/information as required.
- Identify and cultivate potential customer relationships and business opportunities.
- Provide necessary information to Head Office, Administration office or various company departments.
- Promote and cross-sell new products and services to customers.
- Communicate training needs to the Branch Manager and participate in training programs.
- Perform adhoc assignments as delegated by immediate supervisors.

Vetafs Department Store Philippines

Jan 03, 2022- Jan 31, 2023

Sales Officer/Supervisor

Job description

- Provide in-person, personalized customer service and support.
- Promote the company's products and services effectively.
- Address customer inquiries and identify solutions to meet their needs.

Executive Exegen Manpower Service Inc

Cashier/Sales

Sep 03, 2020 – Dec 31, 2021

Job description

- Greet customers, offer assistance and serve them in order to ensure their needs are answered in a timely manner and in compliance with quality and customer service standards
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- Handle cash register and transactions with the customers in an effective and accurate manner as required

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INFORMATION

Sex : Female
Civil Status : Single
Citizenship : Filipino
Age : 23
Status : Tourist Visa

OBJECTIVE

To be able to work in a company wherein I can utilize my knowledge, talents, and skills and share my experience and contribute growth through my productivity within the company.

HIGHLIGHTS OF QUALIFICATION

- Work experiences in Settlement Officer, Cashier, Customer Service Crew & Sales Representative
- With vast exposure in sales and administrative field in various companies and work with minimal supervision
- Confident to perform multi tasks job responsibilities and with good writing and communication skills.
- Excellent human relations skills, having dealt a variety of clients, employees and suppliers
- Accustomed to working in fast paced environment with ability to handle difficult clients
- Proven ability to analyze, plan, manage and motivate
- With ability to work under tremendous work and pressure and meet deadlines with ease and efficiency
- With a high sense of responsibility, self-directed, enthusiastic with good interpersonal skills.
- Active and learning skills