

# ANGELICA DELOS SANTOS FLORES

**Address:** 8A Street, Villa 65 Al Satwa Dubai, UAE

**Contact No:** +971544114853

**WhatsApp:** +971569615116

**Email Add:** angieeflores94@gmail.com

**Date of Birth:** September 14, 1996



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## **OBJECTIVE:**

To obtain a position of responsibility that utilizes my skills and experience to work in a company where I can enrich my knowledge. I work with an organization where I can continuously learn in the pursuit of achieving functional excellence, thus getting maximum job satisfaction and optimum career growth.

## **SKILLS:**

- Knowledge in Basic Adobe Photoshop
- Customer Service
- Sales Support
- Quality Monitoring
- Records and Files Management
- Computer Literate (Windows, Word, Excel, Power Point)

## **QUALIFICATIONS:**

- Willing to acquire more skills from your organization
- Detail oriented and highly articulate.
- Active listener and learner
- Quick learner: able to grasp instructions accurately and complete tasks as requested.
- Work under pressure.

## **WORK EXPERIENCE:**

### **Sales Entry**

SAMAK AQUARIUM in Abu Hail, Dubai U.A.E

July 4, 2022– March 27, 2025, present

- Entry All New Item in Carrefour, Amazon, Noon, Dubai Store and our Website.
- Process all orders from all online platforms.
- Pack all orders.
- Inventory and Edit Price for all items.
- Customer Assistant through phone calls.
- Purchase items from different suppliers.
- Monitoring Sales/Making monthly and weekly reports of sales.
- Controller of online orders

## **Encoder**

CJC Tradequest Inc. Henry's building Ortigas Ave, GreenHills San Juan City Philippines  
May 18, 2021 – November 18, 2021

### **Responsibilities:**

- Online Orders Processing like Shopee, Lazada, Edamama, and other online platforms.
- Customer Assistant through phone calls.
- Purchase site materials from different supplier.
- Monitoring Sales/Making monthly and weekly reports of sales.
- Controller of online orders.

## **Jollibee Foods Corporation SM Center Angono Rizal Philippines**

Jollibee Service Crew (Cashier)

April 12, 2015 – September 12, 2017

### **Responsibilities:**

- Welcome customers and help determine their orders.
- Process customer orders and record them in the restaurant database.
- Relay customers' orders to the kitchen staff.
- Ensure all orders are delivered to the customers in a timely manner.
- Accept cash and return the correct change.
- Tally money in the cash drawer at the beginning and end of each work shift.
- Place food orders in the appropriate bags and boxes.
- Respond to customer inquiries, issue receipts, and record customer suggestions.
- Clean and arrange eating, service and kitchen spaces.
- Help kitchen staff when needed.

## **TRAINING ATTENDED:**

**TESDA – NATIONAL CERTIFICATE II  
COMPUTER SYSTEMS SERVICING - 2018**

## **EDUCATIONAL BACKGROUND:**

**TERIARY:** **Renaissance School of Science and Technology**  
Bachelor of Science in Computer Science  
S.Y 2016-2020

**SECONDARY:** **Guronasyon Foundation Inc. National High School**  
Bilibiran, Binangonan Rizal  
S.Y 2007-2011

**ELEMENTARY:** **Juan Sumulong Elementary School**  
Antipolo Rizal  
S.Y 2010-2011

*I hereby certify that the above statement is true and correct to the best of my knowledge and skills.*

  
ANGELICA DE LOS SANTOS FLORES