



# RIZZA VITALICIO PELAGIO

## OFFICE ASSISTANT / DATA ENTRY

To secure a position that offers diverse responsibilities where I can utilize my customer service skills on a day-to-day basis, as well as to interact with clients and work as a team member and to develop my skills and knowledge.

## Contacts

- Flat 307 New Al Salam Building, Street 1B, Al Mankhool Area, Bur Dubai, Dubai, 00000, UAE
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## Education

COMPUTER AND ACCOUNTING SERVICES - *Christian Polytechnic Institute of Catanduanes, Philippines* (2011-2013)

NATIONAL CERTIFICATE OF COMPETENCY  
HOLDER IN COMPUTER HARDWARE  
SERVICING - ( 2013 )

## Skills

- MS Office
- Verbal Communication
- Inventory
- Data Entry
- Time Management
- Attention to Details
- Fast Learner
- Software used:
  - Word, Excel & Powerpoint
- Languages:
  - English & Tagalog

## Experience

### April 2004 - May 2006

Company: **LCC Liberty Commercial Center**  
Ziga Avenue, Tabacco, Albay, Philippines

Position: **CASHIER CUM SALES LADY**

- Greeting customers and informing customers
- Establishing or identifying price of goods
- Keying in or scanning the price of merchandise
- Determining the total price
- Receiving payments
- Preparing deposit, closing the till and putting back the float
- Maintaining clean and checkout areas

### July 1, 2006 - February 28, 2009

Company: **Salvacion Reyes Grocery Store**  
Bagamanoc, Catanduanes, Philippines

Position: **CASHIER CUM SALES LADY**

- Greeting customers and entertaining customers.
- Establishing or identifying prices of goods.
- Keying in or scanning the price of merchandise.
- Take charge of the grocery store during absence of owner.
- Created detailed records in Microsoft Excel, noting the quantity, price, status, and content attributes of received products.
- Receiving Payments and reconciling them with total sales
- Wrapping or bagging products.

### March 29, 2009 - March 26, 2011

Company: **Administrative Office**  
Municipality of Bagamanoc  
Bagamanoc, Catanduanes, Philippines

Position: **ENCODER CUM ASSISTANT OF ADMINISTRATIVE OFFICER**

- In charge of the necessary documents needed by the Administrative Officer during meetings with the officials.
- Typing Documents and Reports handed down in the administrative office.
- Created an efficient office procedure for fast and hassle-free data, managing office records, and compiling reports.

### May 2013 - PRESENT

Employer: **Mr & Mrs. Victor Rolando Detaro**  
Bur Dubai, Dubai UAE

Position: **DOMESTIC HELPER / CHILD MINDER**

- Responsible for all household chores.
- Provided the child's day-to-day needs, ensure that she is well taken care of in terms of her development, safety and health.