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roxichuakhan@gmail.com

Bur Dubai, Dubai, U.A.E.

Visa Status: Cancelled

Education

B.S in Customs Administration
Philippine Maritime Institute,
Territory College, Philippines.

2011-2015

Special Certificate:

Certificate in Windows XP
Microsoft Office, Excel, Power point
Adobe Photoshop & Macromedia
Flash Diliman Computer
Technology Institute, Philippines.
2010-2011

Special Skills

- * Skilled at classification of imported articles.
- * Knowledge in Import & Export Tariff laws.
- * Knowledge in travel tours ticket management.
- * Knowledge on process order forms according to page, series number.
- * Well knowledge in Microsoft word, MS Excel and PowerPoint etc.
- * Skilled in database reports and remittance reports, classified pending encoding via Microsoft Excel using database and remittance reports with auto sum highlights.
- * Basic knowledge for entry and clearance of aircrafts and sea vessel.

Special Training

The latest Cargo handling, Port operations and Customs procedures by: Philippine Ports Authority Port of Limay Bataan
27th February 2015

Documentation and Operations Department
Manila, Philippines

20th October 2014 – 28th January 2015

ROXIEN B PUNZALAN

Front Desk Reception, Customer Service,
Cashier



OBJECTIVE

I am looking forward to associate myself with an environment, which provides me with a progressive and challenging career, which helps me to creatively enhance and apply my talents for the benefit of the organization and myself.



Work Experience

April 2021

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PRESENT

Majid Al Futtaim

Customer Care – Reception – Cashier

- Operate cash registers to process sales and accept returns or exchanges.
- Responding to customer queries. processing customer orders. resolving customer complaints.

2019

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2020

LULU Hypermarket (LULU GROUP)

Cashier

responsible for processing transactions in an accurate manner and timely manner using various modes of payments, while ensuring that excellent service is delivered to all customers.

2018

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2019

Clean City Commercial Inc.

Business Development Officer

Performing market research to improve products and services, identifying methods to increase productivity and company operations,

2016

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2017

Golden Arms Heavy lift & Rigging Corp.

Sales & Marketing Coordinator

Ensuring that the print and online presence of the company is up-to-date and effective, preparing scripts and sales pitches for sales associates, and creating sales reports to evaluate performance.

Languages: English, and Tagalog

Personal Information:

Date of Birth: May 17, 1995

Gender : Female

Nationality : Philippines

Declaration

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.