



## PROFILE

A regular guy with a warm and friendly demeanor always! Skilled at conflict resolution. Punctual problem solver and avid multitasker. Always eager to learn more. Track record of being an essential part of the team and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

## CONTACT

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## ADDRESS

Al satwa Dubai UAE

## ACTIVITIES AND INTERESTS

Long drive  
Travel  
Great food  
Gaming  
Crypto

## OTHERS

-Visa status: Freelance  
Expiry on November 2024  
-LMV automatic driving license holder  
in UAE

# RUCEL VALENZUELA

## WORK EXPERIENCE

**Office Assistant**  
**The first group, Dubai, UAE**  
2019–2022

Taking care of the clients when they arrive at the office. Assist other staff on what they need around the office. Preparing inventory and order of the office/pantry supplies.

**Office Assistant/Driver**  
**The petals touch, Dubai, UAE**  
2017–2019

In charge of company database and clients order schedule. Inventory and order business supplies. Admin tasks as needed including client orders, deliveries, answering phone, responding to email and social media inquiries.

**Computer Technician**  
**Splash mountain resort/hotel**  
2015–2017

Computer repairs and re-format, Maintaining network connection of the 5-hectare resort/hotel including measuring, preparing and installing structured cabling for the whole property.

## EDUCATION

**AMA computer learning center**  
2012–2014  
Computer hardware servicing NCII

## KEY SKILLS AND CHARACTERISTICS

- Good communicator
- Excellent listener
- Friendly, courteous, and service oriented
- Poised under pressure
- Basic knowledge in Microsoft office tools
- Can work with minimal supervision