



Stephanie Anne Relos

Dedicated Individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization. Thrives under pressure and adapts to challenges with ingenuity and resilience. Takes on challenging new role utilizing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results. Hard-working individual with strong organizational skills. Achieves company goals through exceptional planning and prioritization.



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 Kuwaiti Bldg 503, Al Rigga, Deira, Dubai,
United Arab Emirates

WORK HISTORY

October 2023 – May 2024

Credit /solutions and Business Alliances, Inc.

Credit and Collection

- Monitoring accounts to identify overdue payments.
- Finding and contacting debtors to arrange debt payoffs.
- Keeping accurate records and reporting on collection activity
- Find and contact clients to ask about their overdue payments.
- Process payments and refunds.
- Resolve billing and customer credit issues.
- Update account status records and collection efforts.
- Report on collection activity and accounts receivable status.

January 2023 – May 2023

Cuarto Verde Staycation (On the Job Training)

Receptionist

- Handle all incoming and outgoing phone calls, including follow-up calls for sales leads.
- Communicate with internal and external constituencies via phone, email, and in person.

September 2021 – January 2022

Professional Creative Trading Marketers Corp

Factory Worker

- Working as part of the manufacturing process, depending on the assembly line.
- Sorting and packing products.
- Maintaining the cleanliness of work areas.

SKILLS

- Strong interpersonal skills
- Customer interaction and engagement
- Communication skills
- Perform effectively in high-pressure and demanding work environment.
- Ability to multitask and work as a team.
- Time management

EDUCATION

August 2022 to July 2023

Bachelor of Science in Business Administration

Major in Marketing Management

Dr. Filemon C. Aguilar Memorial College of Las Piñas

Las Piñas City, Metro Manila, Philippines

PERSONAL DETAILS

Date of Birth: 09/03/2001

Age: 23 years old

Nationality: Filipino

Marital Status: Single

Visa Status: Visit Visa

Visa Validity: June 24,2024

REFERENCES

Available upon request.

