



# JOERICH AROBAN



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Al Kuwaiti Bldg., 40b street, Al Rigga,  
Dubai, United Arab Emirates

## EDUCATION

2011 - 2017

LA SALLE UNIVERSITY

- Bachelor of Science in  
Business Administration -  
Marketing Management

## SKILLS

- Public Relations
- Computer Literate
- Ability to work well with others
- Ability to work under pressure
- Multi-tasking
- Time Management
- Effective Communication
- Flexible

## LANGUAGES

- English
- Tagalog/Pilipino

## PROFILE

I am a dedicated, organized individual. I have good interpersonal skills, I am an excellent team worker, I am very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I am very adaptive to different kinds of work fields and I am proud to say that I was able to adapt the changes of the different work experiences that I had. Such as; Teller in a Remittance & a Mall Admin Warehouse as a Assistant Supervisor.

## WORK EXPERIENCE

- **Admin Assistant Supervisor - FAS Department** 2019 - 2024  
Shopping Center Management Corporation
  - Managing & organizing office stocks/supplies
  - File organizing
  - Inventory
  - Approves request forms for materials & supplies from the other departments
  - Process & orders new stocks for our Department
  - Receiving & releasing goods
- **Cashier / Teller** 2017 - 2019  
M Lhuillier Pawnshop
  - Performing various banking transactions, such as processing deposits, withdrawals, and payments.
  - Handle customer inquiries, sell insurance, and maintain accurate transaction records.
  - In-Charge of handling pawned redemption and renewal transactions in the branch.
  - Withdraw & transfer funds from one branch to another.