



RIZZA RIVAREZ BOBADILLA

Contact

- +97154 353 6416
- rhizabobadilla0830@gmail.com
- Dubai, United Arab Emirates

Personal Details

Birthdate : August 30 1991
Religion : Christian Born Again
Nationality : Filipino
Marital Status : Married
Language Known : Tagalog & English
Height : 5'5 ft
Weight : 57 kg

Education

- Our Lady of Fatima University**
Bachelor of Science in Information Technology
(2008 - 2012)
- Maligaya High School**
(2004 - 2008)
- Maligaya Elementary School**
(1998 - 2004)

Achievement

Nov. 2016 - Employee of the month
(ENOC ZOOM MARKET)
Feb. 2016 - Top Performer
(Eastwest Bank)
Oct. 2015 - Top 4 Customer Service
(Eastwest Bank)

Objective

To secure responsible position and challenge in any field with intention to grow world class in the global worth.

Core Knowledge And Function Key Areas

- In depth knowledge of Microsoft Office Word, Excel and Powerpoint.
- Quick learner of software application
- Professional verbal / written
- Communication Skills
- Immediate conversational skill in English, Expert level in Tagalog Interpersonal skills

Personal Attributes

- Accuracy
- Confidentiality
- Excellent Organizational Abilities
- Planning and Time Management
- Stress Tolerance
- Customer Service Orientation
- Willing to work in a flexible schedule and high workload
- Politeness and Professionalism

Work Experience

Business Data Processor at Azure Support Inc.
May 2021 to April 2022

- Gathering Data
- Reviewing Client's Information base on their docs vs in the online form Borrowers documents email
- Updating Clients Information
- Reporting

Data Analyst and Pointwest Innovation Corporation
January 2020 to December 2020

- Locating exploring and analyzing a database
- Creating dashboards and reports
- Writing and Communications
- Gathering Data for pharmaceutical

Work Experience

Sales Assistant at Enoc Zoom Market Dubai, UAE

July 2016 to June 15 2018

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customer's need and provide assistance and information on products features
- Welcome customers to the stores and answers the queries
- Remain knowledgeable on products
- Build productive trust relationship with customers.

East west Banking Corporation, PH

Customer Service Representative (CSR)

October 2013 to July 2016

- Assists customers effectively by solving customer disputes
- Selecting and explaining the best solution to solve the problem
- Expenditing correction or adjustment
- Maintains financial accounts by processing customer adjustments
- Accurately captures customer information

Customer Service Facilitator and Sony Electronic Service Crew

April 2013 to September 2013

- Attend to customers complain & feedback
- Handle and prepare reports for accidents / complains for site
- Customer Service orientated skill service oriented
- Teamwork

Customer Assistant at Super Shopping Market Inc.

July 2012 to February 2013

- Handle Customer complains
- Sell relevant product and services
- Build customer satisfaction
- Direct call appropriately to other departments
- Collaborate with the team and meet daily quotas

Counter Checker at Super Shopping Market Inc.

April 2009 - February 2010

- Totalling the price of all goods for a customer
- Collecting payment for the items
- Assisting the customer with the begging of their purchases

I hereby certify that the above statements are true and correct to the best of my ability


RIZZA RIVAREZ BOBADILLA
Applicant