





# ARIEL JABAGAT LATRACA

*CUSTOMER SERVICE  
ASSOCIATE*

## Contact

 Al Barsha 1, Dubai, UAE

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## Skills

- Customer service
- Communication
- Interpersonal skills
- Assisting coworkers
- Best practices
- Detail oriented
- Organizational skills
- Minimal supervision
- Working with diverse personalities
- Tactful
- Decisive
- Resourceful
- Proficient in Microsoft Word
- Proficient in Excel
- Proficient in PowerPoint
- Typing skills
- Clear communication
- Follow-up skills
- Greeting customers

## About Me

- Seeking a position in a forward-thinking organization that provides diverse opportunities to expand my skills, develop new knowledge, and work towards the company's long-term objectives.
- Dedicated and proactive Customer Service Associate with over a year of experience in delivering exceptional customer service and resolving inquiries. Skilled in handling a diverse range of customer issues with a professional and courteous manner. Strong communication and problem-solving skills, with a passion for ensuring customer satisfaction and contributing to company success.
- Helpful Telephone Operator adept at providing detailed and correct information to inquiring customers. Skilled in front desk management and call routing. Displays poised and eloquent demeanor to convey positive company image.

## Education

 Bachelor of Arts in Office Administration

*University of Cebu Main Campus*

## Work Experience

**Cravia LLC Inc. 2023-Present**

**Telephone Operator**

- Act as phone support for food delivery app.
- Provide customer support when consumers have questions or problems with their orders, delivery or payment.
- Manage online platforms reviews of customers.