



ANGEL RON DILLA

CASE PROCESSING OFFICER



PROFILE INFO

Detail-Oriented Case Processing Officer in a government-approved firm offering second citizenship through investment programs. With a background in visa outsourcing & technology services and a 5-year experience in the retail sector. Currently working as a Freelance Customer Service/Usher with various event/staffing agencies.



WORK EXPERIENCE

③ **Event/staffing Agencies** **February 2022 – Present**
Freelance Customer - Service/Usher

Allergan Aesthetics – Pharmaceutical Meeting, Educational Summit, & Distributors Meeting.
Zayed University – Student Orientation Week.
Merck – Pharmaceutical Meeting.
Terumo – Cardiovascular Workshop.

③ **Savory & Partners** **June 2021 – December 2021**
Case Processing Officer

Liaised with consultants and local service providers concerning clients’ document translations and attestations. Scrutinised and ensured all legal documents and information provided by the clients were accurate and correct. Lodging citizenship applications, case filing, progress & process tracking of the application.

③ **VFS Global Ireland VAC** **December 2018 – April 2021**
Submission Officer

Responded to inquiries concerning visa matters by email, in person and by telephone. Scrutinised documents provided by the applicants along with visa applications. Recorded and maintained all application data. Ensured accurate and timely data entry into the system with zero errors.

③ **Kurt Geiger Landmark Group** **July 2013 – September 2018**
Senior Sales Associate

Ensured the store fully complied with all the required administrative procedures according to the guidelines (Audit checklist, Petty cash, and DSR). Resolved customer complaints by investigating the problems and developing solutions. Managed store stocks’ allocations and consolidations.



CONTACT



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Email

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Address

Dubai, UAE



Visa Status

Spouse Visa



Driving License

Light Vehicle



EDUCATION



Hotel & Restaurant Management
Laguna, Philippines
August 2005

Laguna State
Polytechnic University



PROFICIENCIES

Case filing/Application lodging

Customer Service

Data Entry

MS Office