**JENESSA**

**JENESSA.258858@2freemail.com**

PERSONAL STATEMENT

A highly motivated and hardworking individual, who is able to multi-task, handle pressure and most especially inspire customer to make a sale to provide customers satisfaction and contribute company success. Over 5 years experience in retail industry. Excellent verbal and written communication skills.

**Qualification Summary**

* 5+ experienced in working as a cashier
* 1 year experienced in sales
* 6 months experienced as office staff
* Experienced in serving customers
* Experienced using technology for easy working as a cashier

**Skills**

* Excellent verbal and written communication skills
* Dedicated and careful –high level of accuracy and strong attention detail
* Able to handle demanding customers in a friendly way
* Able to work in a long time
* Fluent in English

**Working Experience**

Majid Al Futaim Hypermarket LLC May2013-Present

Cashier

* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
* Scan items and ensure pricing is correct
* Answer customers' questions and get a manager if answer doesn't solve the issue.
* Greet customers upon entering the store

Super Shopping Market, Inc. April 2011-2013

Cashier

* Received and processed payments by cash, check, credit card, vouchers and debit
* Responsible for giving the best customer service
* Wrapped and placed purchased goods in bags
* Provides information to customers about the ongoing promotions

Appliance Center, Inc December 2010-2011

Sales Associate

* Assisting shoppers to find the goods and products they are looking for
* Receive deliveries from suppliers
* Attaching price tags to merchandise on the shop floor
* Providing information on product features

Office of Election Officer April 2010 –October 2010

Data Entry

* Assist new voter
* Encoding for new voters and applicant to file candidacy
* Updating the information of voters recorded data
* Deleting an inactive files of the voters

**EDUCATION**

Datamex Computer College Metro Manila Philippines 2008-2010

Certificate of completion issued on March 2010

Associate in Computer Technology

REFERENCES – Available on request