**First Name of Application CV No 1624134**

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## CASH CLERK | CUSTOMER SERVICE | ADMINISTRATIVE CLERK | DATA ENTRY



 **Professional Profile**

 A detail-oriented professional, comfortable at multi-tasking, well versed in performing a variety of clerical tasks; proven abilities in developing positive relationships with clients and coworkers. Interested in a similar opportunity with company where exceptional clerical tasks, cash handling, data entry and computer will be fully utilized.

 Well-versed in operating cash registers and adding machines.

 Excellent verbal and written communication skills. Utterly dedicated to utilize earned skills by working effectively and consistently.

 An effective communicator with excellent problem solving, analytical and inter-personal skills; adaptable, quick learner; eager to learn, and possess skills to work under pressure.



##  Key Skills



 **Professional Experience 2014- present: Baldinini, Dubai Mall as Cash & Data Desk Clerk**

* Controlling and monitoring the levels of cash in the cash register and following cash handling procedures.
* Highly skilled in accepting checks, cash and other forms of payment from customers.
* Unbeatable track record of periodic transactions/sales reports and spreadsheets.
* Maintaining knowledge of store inventory and sales activities.
* Dealing with telephones, e-mail inquiries, printing and faxes.
* Perform administrative support tasks; data entry, operating calculators and computers.
* Sending and receiving store collections and proofreading.
* Keeping the work area neat and tidy.

 **2012 – 2014: Western Union as Remittance Clerk/Cashier/Ticketing Agent**

* Performing sending and receiving money from domestic and foreign country.
* Informing clients about the possibilities and conditions for buying and selling foreign currencies.
* Verify customer’s information through checking their identifications and other required documents.
* Responsible for cash management and compliance. Operates a cash register and/or credit card equipment. Responsible for customer service and general area cleaning.
* Checking whether the money being accepted is genuine, valid and intact.
* Generate daily collection register at the end of every working day and submit daily/monthly reports.
* Sells and processes ticket orders via e-mail, telephone, Internet, and over-the-counter.

 **2011: Watsons Personal Cares Stores as Sales Representative**

* Develop good rapport and establish good business relationship with customer instances to ensure long term partnership.
* Personally attend to customers’ concerns, inquiries & provide continuous update with regards to pricing and promotions and describes a product’s features and benefits.
* Arrange and display the product and keeping the area and products tidy.
* Make cold calls to prospective clients and inform them about new products and deals.

**2010: National Statistics Office as Data Entry/Manual Processor**

* Responsible for compiling, sorting, and verifying the accuracy of data before it will encode in the computer.
* Obtaining information, interacting with computers, analyzing data, processing information, communicating with supervisors and co-workers and organizing work assignments.
* Encoding the surveyed household population, correcting data entry errors and storing the documents in the correct locations.

##  Educational Background

##  Notre Dame of Tacurong College (Tacurong City, Philippines)

Bachelor of Science in Computer Science Major in Computer Programming



##  Trainings Attended

* English Language and Culture
* Professional Secretarial & Administration Skills Program
* Seminar/Workshop on Research Statistics
* Anti-Money Laundering Act
* Webpage Development
* Cash Handling Training



##  IT Skills

Proficient in MS Office such as Word, PowerPoint, Excel and Outlook, Internet, 59 WPM typing speed



##  Personal Details

Date of Birth : 25th May 1990

Linguistic Knowledge : Tagalog (Native), English (Spoken &Written)

Nationality : Philippines

Marital Status : Single