**First Name of Application CV No 1638576**

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## OBJECTIVE:

To build a career in a leading company with a friendly and challenging environment with committed & dedicated people that enabling me to explore and improve my potential, knowledge and skills.

**WORK EXPERIENCE:**

**(ADCOOPS)- Abu Dhabi Cooperative Society.**

CASHIER / Sales Executive

Hamdan Branch- Abu Dhabi U.A.E

OCTOBER 2013-November 2014

*Duties & Responsibilities*

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Cash checks for customers and Weigh items sold by weight in order to determine prices.
* Maintain clean and orderly checkout areas.
* Tabulate bills using cash registers, or optical price scanners and check the total payments received during a time period, and reconcile this with total sales.
* Compute and record totals of transactions.
* Sell tickets and other items to customers.
* Sales Executive Reliever with responsible for core customer service and giving exactly information with pleasant manner.
* Inclusive the maintenance of cleanliness of the department and bring sales.

**JOLIBEE INC.**

Service Crew – Binan Laguna Philippines.

March 20 2008 – October 19, 2008

*Duties & Responsibilities*

* Fast work with discipline,

Proper hygiene, gives the good greetings to the customer for coming in and out.

Maintain the cleanliness of the dining .

**TOSHIBA INFORMATION EQUIPMENT PHIL’S.**

PRODUCTION CHECKER OPERATOR (Manufacture)

January 2011- July 2013

*Duties & Responsibilities*

* Calculates factors, like types & quantities of items produced, materials used, amount of scrap, frequency of defects and worker department production rates, using adding machine or calculator
* Writes production reports based on data compiled, tabulated, and computed, following prescribed formats, checking proper packaging for each finish product.
* Maintains files of documents used prepared
* Compiles from customer orders other specifications detailed production sheet or work tickets for use by production workers as guides in assembly or manufacture of product.

**RENAISSANCE FOOD CORPORATION PHIL’S.**

PRODUCTION WORKER (manufacture)

November 2009 – October 2010

*Duties & Responsibilities*

* Measuring, grading and feeding batches of raw materials into production machinery.
* Operating production line equipment, for example a conveyor line in a food factory.
* Assembling goods on a production line, for instance fitting circuit boards into computers
* Reporting equipment faults to maintenance staff.
* Finishing products, for example applying of packaging. packing goods ready for shipment in crates or other containers.
* Monitoring the production process and carrying out basic testing and quality checks.

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| **PERSONAL PROFILE: EDUCATIONAL BACKGROUND:**  **Date of Birth**: 23 January 1991 **Tidman National High School**  **Gender:** Female Graduate (Diploma)  **Marital Status:** Single Batch of March 2007  **Nationality:** Filipino  **Training Certificate**  **Languages:** Tagalog & English Xavier Technical Training Center  Computer Science/Secretarial  TESDA May 10, 2015 (completed)    **Skills**  Knowledge in Advance Microsoft Offices |