**GINA**

**Career Objective:**

To obtain a position that would enhance my experience and knowledge that capable of my skills.

**Qualification Summary:**

Excellent knowledge and experience of providing good services, including the assessment and evaluating satisfaction of the people.

**Work Experience:**

2012 up to present - ***Cashier cum waitress***

Julius Meinl Deluxe Options Coffee Shop

Abu Dhabi, U.A.E

2010-2012 - ***Sales Representative***

Party Mania Events & Planning

Abu Dhabi Ladies Club

Abu Dhabi, U.A.E

2008-2009 - ***Computer Hardware***

Computer Training Tesda at System Technology Institute (STI)

Kidapawan, Philippines

2004-2008 - ***Cashier cum Secretary***

Makilala Trading General Merchandise

Daet Camarines Norte, Philippines

**Duties and Responsibilities:**

Cashier cum Waitress:

* To assist and entertain the customers
* To inventory and check all the stocks
* Making record sales daily and monthly
* To handle customer and maintain friendly attitude and treating the customer properly
* Smile and ask the customer needs and wants
* Complete knowledge of the policies in the establishment and with the respect to give discounts, car payments etc.

Sales Representatives:

* To entertain the customer on how to demonstrate the products and on how to handle a parties
* To inventory all products and listed the items sold out
* To monitor all the items everyday
* Develop and implement special sales activities to reduce stock
* Initiative, innovative to sell products or services

Cashier cum Secretary:

* To record the sales daily and from all ongoing responsibilities, included communicating the customer’s inquiries, suggestions, and comments to the management

**Education:**

* Bachelor of Science in Fisheries

Major in Inland Fisheries

Camarines Norte State College (CNSC)

Daet Camarines Norte, Philippines

* High School Diploma

Macalelon National High School

Macalelon Quezon Province, Philippines

* Elementary Diploma

Saguing Elementary School

Saguing Makilala North Cotabato, Philippines

**Personal Information:**

Date of Birth: 16-August-1983

Age: 32 yrs. Old

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

