CHERRY

CHERRY.293640@2freemail.com

***CAREER SYNOPSIS:***

Wishing to avail a challenging position in a competitive atmosphere where my experience and education can have an impact and bringing good name for institution/organization.

**Working Since Last 02 years** at **Gulf Prescast Concrete Compnay Abu dhabi as a Document**

**Controller**. Further I have 03 years Experience as Cashier & Sales Associate in home Country

Philippines. Multitasking Task oriented and ability to analyze complex issues in the light of Reporting Framework and business considerations to workable solutions and corporate objectives.

***AREAS OF EXPERTISE:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **E.R.P Complete Understanding** |  | **Data Management** |
|  | **IT Applications and support** |  | **MIS Management Information System** |
|  | **Communication Skills** |  | **Computer Skills** |
|  | **Listening and verbal ability** |  | **Problem solving** |

***PROFESSIONAL EXPERIENCE:***

**1: - GULF PRECAST CONCRETE COMPANY** – **Abu Dhabi**

**DOCUMENT CONTROLLER**

**NOV. 2013**

Gulf Precast is a UAE Leader in Precast Manufacturing. With more than 30 years of experience it has expanded from its original United Arab Emirates center of operations and is now active in Saudi Arabia as well. It proposes a wide range of Precast Products, holds main contracting licenses

**Roles and Responsibilities;**

Responsible for performing edits on documents before submitting them for approval in order to prevent specific forms of maintenance documentation from being disqualified during Audits (Internal/External).

To ensure that all documents are submitted to there predestinated departments for acknowledgement/approval ina timely manner.

To keep track of all maintenance records by looking through both hard files and computer database files on a regular basis (PR/PO/DN/GRN/ISO docs etc.

To manage and implement documentationinspections schedule.

|  |  |  |
| --- | --- | --- |
|  | Responsible of updating the certification of renewal/registration both vehicles and | equipment. |
|  | Regularly communicate with third parties to ensure the schedule of equipment | inspection to |
|  | different branch/factory withinAbu Dhabiarea. |  |

Creating Purchase request withERP system Other administrative duties as required.

**2: - ISULAN LEGACY CORPORATION (PHILIPPINES)**

**CASHIER**

**NOVEMBER 2010-SEPTEMBER 2012**

**Roles and Responsibilities;**

Handle cash transactions with customers Scan goods and collect payments

Issue receipts, refunds, change or tickets Redeem stamps and coupons

Make sales referrals, cross-sell products and introduce new ones

Resolve customer complaints, guide them and provide relevant information Greet customers when entering or leaving establishments

Maintain clean and tidy checkout areas Keep reports of transactions

Bag, box or wrap packages

Pleasantly deal with customers to ensure satisfaction

* 1. **- ISULAN KCC MALL OF MARBEL (PHILIPPINES)**

**SALES ASSOCIATE**

**MAY -OCTOBER 2010**

**Roles and Responsibilities;**

Acknowledge and greet customers that are within a close (ten-foot) radius or ten seconds of arriving where the associate is working.

Engage the customer through conversation. Determine the customer’s needs.

Provide product knowledge to customers through the features, values and benefits of Product. Suggestively sell additional items and services

Handle returns/complaints graciously and effectively.

Work with associates to achieve Store’s sales plan. Strive to achieve individual sales plan. Actively participate in all programs and procedures that drive sales.

Treat associates, customers and vendors better than they expect.

***COMPUTER SKILLS:***

MS Office (Highly Advanced) supported by certificate in IT.

Detailed understanding of various software (MS OFFICE / ERP / MIS)

***ACADEMIC QUALIFICATION:***

|  |  |
| --- | --- |
| **TERTIARY STI COLLEGE PHILIPPINES** | SY: 2008-2010 |
| BUSINESS ADMINISTRATIVE SUPPORT SERVICES |  |
| **INFORMATION TECHNOLOGY** | **SY: 2005-2007** |
| PAGADIAN CAPITOL COLLEGE (PHILIPPINES) |  |

|  |  |
| --- | --- |
| **SECONDARY** | **SY: 2001-2005** |

TABAK NATIONAL HIGH SCHOOL

***HOBBIES / SOCIAL / OTHER ACTIVITIES:***

Reading Books and Economic Analysis Playing and watching Games

***PERSONAL PROFILE:***

Date of Birth Dec 20, 1989

Marital Status Single

Religion Catholic

Nationality Filipino

Language Arabic, English and Filipino

***REFERENCE:***

Will be furnished upon request.