**CZARINA S. MENDOZA**

**OBJECTIVE:**

Seeking a chance to use my skills acquired and practically apply it according to the requirements of the company which will give me the opportunity to learn and grow professionally and also contribute towards the development and increase of productivity of the organization”.

**SALES ASSISTANT / CUSTOMER SERVICE**

**DOHA QATAR**

JUNE 12, 2014 – JULY 2016

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays.
* Records inventory / stock
* Encoding items and prepares sale reports weekly

**HR ASSISTANT**

**CLARK DEVELOPMENT CORPORATION**

Clark Special Economic Zone - Philippines

May 2010 – April 2014

* Oversees the human resource database. Ensures that system records are accurately recorded and crosschecked.
* Enters new hire information in the human resource system database.
* Tracks and resolves problems and checks system operations as scheduled.
* Ensures that human resource files and records are maintained in accordance with legal requirements and Company policies and procedures.
* Completes monthly and year-end reports regarding terminations, transfers, and new hires.
* Processes employment verification forms and name change packets.
* Prepares recruitment lists and job postings.
* Completes miscellaneous research, reports, and memos as requested.
* Computes and records payroll data as scheduled.
* Maintains payroll records in compliance with state and federal regulations.
* Provides payroll information regarding merit increases to managers as requested.
* Tracks and resolves payroll errors. Completes payroll adjustments and corrections as necessary.
* Ensures that payroll functions are performed in accordance with established policies and procedures.
* Receives and screens visitors and telephone calls.
* Receives and tracks employment applications.
* Assists with questions and problems courteously and promptly.
* Obtains and conveys information as needed.
* Maintains and projects the Company’s professional reputation.
* Assists in training new employees. Supports Department personnel as needed.
* Coordinates with related departments as required. Answers questions and provides assistance.
* Keeps management appropriately informed of area activities and of any significant problems.
* Attends and participates in meetings as required.
* Ensures that work area is clean, secure, and well maintained.
* Type’s memos and letters as requested.
* Stays well informed regarding human resource developments.
* Performs miscellaneous clerical functions and special projects as assigned.

**DATA ENTRY CLERK**

**CLARK DEVELOPMENT CORPORATION**

Clark Special Economic Zone - Philippines

April 2009 – May 2010

* Prepares source data for computer entry by compiling and sorting employee information.
* Process account source documents by reviewing employee data for deficiencies, resolving discrepancies by using standard procedures or returning incomplete documents to the officer in charge for resolution.
* Enters employee account data by inputting alphabetic and numeric information on keyboard according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered employee account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Tests employee and account system changes and upgrades by inputting new data; reviewing output.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains employee confidence and protects operations by keeping information confidential.

**COMPUTER SKILLS:**

Excellent in Microsoft Office: Outlook, Word, Excel, PowerPoint, and Visio

**EDUCATIONAL BACKGROUND**

TERTIARY: **Holy Angel University**

Bachelor of Science in Business Administration in Human Resource

2005-2009 Philippines

**QUALIFICATIONS / SKILLS**

* Possesses good communication and interpersonal skills
* Hardworking and dedicated
* Work independently and professionally
* Friendly and easy to work with

**PERSONAL INFORMATION**

Birth Date : March 07, 1989

Birth Place : Philippines

Nationality : Filipino

Civil Status : Single

**Job Seeker First Name / CV No: 1799766**

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

