**MARIA ZENY O. FUENTEVILLA**

**OBJECTIVES**

 To seek a challenging position where I can share and develop my skills. A team player that is able to maintain healthy and cooperative relations with superior and colleagues. To work in an organization that recognizes individual ability and talent.

**HIGHLIGHT OF SKILLS AND QUALIFICATIONS**

* Has a hands-on, knowledge and experience in Cashiering using Point of Sales (POS)
* A good employee who takes initiative for the betterment and welfare of the company and its staff
* Organized, systematic and easy to be with
* Excellent in English ( written & spoken)
* Work in a team environment
* Participate in workplace communication
* Has an effective relationship with clients/customers
* Honest, Can be trusted, dedicated, hardworking and has an initiative
* Willing to be trained and be assigned in any vacant branches
* Graduate with a degree in Information Technology
* Relevant Computer skills and applications
* MS Word - MS Power Point
* MS Excel - Internet / Email

**WORK EXPERIENCE**

**OPERATION’S CLERK and CASHIER AND SALES ASSISTANT (OJT)**

**PHILIPPINE ARMY FINANCE CENTER PRODUCERS INTEGRATED AND COOPERATIVE**

* Greet and assist clients/customer warmly
* Compiling clients documents
* Encoding customers details to information system
* Compile, copy, sort, and file records of office activities, business transactions, and other activities
* Do physical inventory
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Sale and Cashiering
* Securing the confidential information of the company
* Ensures total customer satisfaction
* Answers call queries from customers.

**TELLER/CASHIER**

**PALAWAN PAWNSHOP AND MONEY REMITTANCE CENTER** June 2015-May2016

* Greet clients/customer warmly
* Help customers fill out sending and receiving forms
* Cash count Beginning balance before the transaction
* Cash count ending balance and tally amount to ledger
* Handling Cash drawer
* Receive cash from customer/sender and issue receipt
* Process accurate and fast routine account transactions
* Exchange foreign currency
* Securing the confidential information of the company
* Check and control cash balance and coordinate with the head officers
* Compiling clients/ customers’ documents and receipt for audit
* Sale and Market our products and services
* Tally ledgers
* Give daily and monthly financial reports

**MARGARITA PHARMACY**

**SALES ASSISTANT**

* Greeting customers who enter the shop.
* Assisting shoppers to find the goods and products they are looking for.
* Responsible dealing with customer complaints.
* Receive purchased orders and entry on system
* Do physical inventory
* Receive cash and change to customers
* Issue Receipt
* Ensures to produce excellent service and cleanliness in every opportunity possible
* Answering queries from customers.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.

**EDUCATION/TRAINING**

**Bachelor of Science in Information Technology**

STI COLLEGE

Cagayan de Oro City, Philippines

March 31, 2015

**Pharmacy Assistant**

Mana Millenium

Cagayan de Oro City

May20, 2011

**PERSONAL PROFILE**

Age : 23 years old

Height : 5’4” (163cm)

Civil Status : Single

Citizenship : Filipino

Religion : Roman Catholic

**Job Seeker First Name / CV No: 1818984**

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