

**ROSEBELLE**

[**ROSEBELLE.331190@2freemail.com**](mailto:ROSEBELLE.331190@2freemail.com)

**Objective:**

Willing to work for a reputed organization to deliver my service up to best of my capabilities.

**Experience:**

**UNION COOPERATIVE SOCIETY**

***Cashier/Sales Associate***

*Al towar , Al Qusais – Dubai United Arab Emirates*

*March 03,2008- August 31,2016*

* **Duties and Responsiblities**
  + - *Handle POS/Cashiering process.*
    - *Deposit money in the Bank.*
    - *Ensure all prices are correct*.
    - *Sending and Receiving necessary documents.*
    - *Oversee daily accounting and preparing reports for the   
      daily* sales
    - *Maintain and aware of all promotions.*
    - *Train new cashier*
    - *Customer Service Rep*
    - *Emirates Islamic with tamayaz credit card*
    - *Handle different cards/membership cards*

**GLOBE TELECOM INC**

***Indoor Sales Associate*/*Account Activator***

*Pasig Philippines*

*August ,2004- February 2008*

* **Duties and Responsibilities** 
  + - *Encode 50 to 80 postpaid line application per day*
    - *Review the background application*
    - *Filling the application form*
    - *Reactivate the Account of the customer*
    - *Sales Representative regarding post paidline*
    - *Email the different branches regarding autoloadmax*
    - *Activate the autoloadmax by request of different branches*
    - *Encode the SME corporate Account*

**EDUCATIONAL BACKGROUND**

**TERTIARY:**

*Bachelor of Science and Business Administration*

*Major and Management (Graduate)4 years*

*Pamantasan Lunsod ng Pasay (1999-2003)*

**PERSONAL DATA:**

*Age: 34*

*Date of Birth: February 07,1982*

*Civil Status: Married*

*Religion: Roman Catholic*

*Language: English, Tagalog*

**TRAINING/CERTIFICATE**

*Customer Service*

*Etisalat Academy*

*May 3, 2016*

**SKILLS**

Computer literate, Word, Customer Service, Data Entry