Maricris



[Maricris.331217@2freemail.com](mailto:Maricris.331217@2freemail.com)

**OBJECTIVE**

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

WORK EXPERIENCE

**Cashier / Vault Custodian/ Western Union Agent – Feb 2013 – May 2016**

SINAG Pawnshop – JMS management service link corporation Ibayo Marilao Bulacab Philippines

##### Responsibilities:

* Greet customers as they arrive at the store and guide them regarding different sections
* Monitoring customer account details for non payments, delayed payments and other irregularities
* Prepares reports on the list of expired pledge articles in a timely manner.
* Responsible for handling and safeguarding of cash and pledge items.
* Making sure that the vault premises are restricted to unauthorized personnel.
* Cash Disbursement to designated payee or its authorized representative
* Preparing cash teller remittances and requisitions slip.
* Handling the receipt and release of cash for daily transactions.
* Performs such other functions as may be required from time to time
* Responsible for the preparation of the pawn tickets. Fills out the pawn tickets (complete) in every transaction either manually or through computer.
* Checks redeemed pawned tickets before release and issues corresponding official receipts of redeemed pawn tickets.
* Checks monthly summary of loans extended and loans paid.
* Receives office messages and communications.
* Doing minor appraisal and item pawning, Act as petty cash custodian.

**Cashier - Jul 2012 – Dec 2012**

Landmark Department store – Quezon City Philippines

##### Responsibilities:

* Responsible for doing cash and visa transactions
* Receive payments for product sold- whether by cash, check, vouchers, credit cards, or automatic debits
* Issue receipts to customers for products bought; make necessary refunds, credits, or change to customers
* Provide assistance to customers by making available information on products, and their benefits
* Resolve customer complaints
* Ensure safe keeping of periodic balance sheets of numbers of transactions and respective amounts
* Keep records of transaction totals
* Compute every transaction
* Calculate payments in total received during a specific period of time and compare with total product sale

**Cashier - Jan 2012 – Feb 2012**

The Faceshop - Trinoma Mall Quezon City Philippines

##### Responsibilities:

* Responsible for doing cash and visa transactions.
* Greets and assist customers in a very welcoming manner.
* Provide customers the information about the products and giving the advise before the purchase to help them decide.
* Count money and audit money drawers.
* Resolve customer complaints

Cashier / Sales representative –Jul 2011 – Dec 2011

Sportzone SM shopping centre Manila Souther Associates Inc. Brgy. Ibayo Marilao Bulacan Philippines

##### Responsibilities:

* Greet customers as they arrive at the store and guide them regarding different sections
* Count money and audit money drawers.
* Keep accurate records of monetary exchanges, authorization forms, and transaction reconciliations.
* Maintain cage security according to rules.
* Issue receipts, refunds, credits, or change due to customers.
* Resolve customer complaints
* Answer customers' questions, and provide information on procedures or policies
* Sell tickets and collect fees from customers.
* Operate, drive, or explain the use of mechanical riding devices or other automatic equipment in amusement parks, carnivals, or recreation areas
* Fasten safety devices for patrons, or provide them with directions for fastening devices

Cashier / Sales representative – Nov. 2010 – Apr 2011

SM Department Store Manila Southern Associates Inc. – Brgy. Ibayo Marilao Bulacan Philippines

##### Responsibilities:

* Responsible for welcoming customers to the store, talking to them, helping them and generally making their shopping trip memorable
* supporting the store in meeting its sales targets by recommending products to customer and making sure the shelves are stocked with the things they want to buy.
* Ensuring the correct display, cleanliness and tidiness of merchandise and promotions.
* Recommending additional products to customers

**EDUCATION**

**MOTHER OF DIVINE ASSISTANCE COLLEGES INC. (PHI)**

TERTIARY **– 2006 – 2010**

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

**ASSEMBLY WOMAN FELICITA G. BERNARDINO MEMORIAL TRADE SCHOOL (PHI)**

SECONDARY – 2002 -2006

**SALUYSOY CENTRAL SCHOOL (PHI)** - PRIMARY SCHOOL 1996 - 2002

**PERSONAL INFORMATION**

BIRTHDAY **: 25 DEC 1990**

AGE : 26 y/o

CIVIL STATUS : SINGLE

HEIGHT : 5’4”

WEIGHT : 54 kg

VISA STATUS : TOURIST VISA

**REFERENCES**

References are available on request.