***Cherry***



[***Cherry.331406@2freemail.com***](mailto:Cherry.331406@2freemail.com)

**PROFILE**

*More than 2 years experience in* ***Cashier*** *and* ***Customer Service,*** *A professional and hardworking who loves to work with a challenging role, a computer literate and can handle different kind of situation regarding on my work and duties.*

**WORKING EXPERIENCE**

***Cashier and Customer Service Daily Supermarket Inc.***

***20th Avenue Cubao Quezon City Phil. April 16, 2016 – July 25, 2016***

***Duties and Responsibilities***

* *Receive payment by cash, cheques, credit card etc.*
* *Checking daily cash accounts*
* *Guiding and solving queries of customer*
* *Receive payment and return their change*
* *Solve the all complaints of customers*
* *Answer telephone, incoming or outgoing calls.*
* *Paging according to the standard of the company.*
* *Preparing the Wholesale slip of the customers.*

***Concierge Personnel Merkado Supermarket ( Ayagold Retailers Inc. )***

*Brgy UP Campus , KAtipunan Avenue Phil.Dec 05, 2015 – January 15 2016 (Seasonal)*

***DUTIES AND RESPONSIBILITIES***

* *Receive payment by cash, cheques, credit card etc*
* *Checking daily cash accounts*
* *Guiding and solving queries of customer*
* *Paging according the standard of the company.*
* *Assist the customer and solve their all complaints*
* *Print the loyalty card (Merkado Card) of the customer*
* *Lead to our General Assembly every Monday*
* *Make reports and updated about to all promos of the company.*
* *Inventory/Monitor the our stocks item for our promo’s*
* *Answer of telephone incoming or outgoing .*
* *Cooperate to the marketing staff for new promo, new task and new activities of the company such as mothers day event , valentines day etc.*
* *Record the all claiming promo by the customers .*

***Cashier and Information Counter Staff Hi-top Supermart Inc.***

*Quezon Avenue Philippines July 5 2015-October 21 2015*

***DUTIES AND RESPONSIBILITIES***

* *Receive payment by cash, check, credit cards, vouchers, or automatic debits.**Issue receipts, refunds, credits, or change due to customers.  
  Count money in cash drawers at the beginning of shifts to ensure that amounts are Correct and that there is adequate change.  
  Greet customers entering establishments.*
* *Paging according the standard of company*
* *Swipe the card of customers and deduct the total amount of their groceries*
* *Balance the all charge slip every morning*
* *Assist the customer and answer to all queries*
* *Answer of phone*

***Super Shopping Market Inc. (Sm Hypermarket) Cashier***

*Fairview Branch Phil. August 06, 2014 - January 06, 2015*

***DUTIES AND RESPONSIBILITIES***

* *Maintain clean and orderly checkout areas.**Establish or identify prices of goods, services or admission, and tabulate bills using Calculators, cash registers, or optical price scanners.*

***Dessert Plus Inc. (Brownies Unlimited) Service crew (All around)***

*North Edsa Branch Phil. December 25, 2013 - May 25, 2014*

***DUTIES AND RESPONSIBILITIES***

* *You must ensure that the customers are satisfied in your service....providing Effective and exceptional service to customers and of course you must always Maintain your station clean and organize according to standards.*
* *Assist the customer.*
* *Promote the product to the customer to reach the quota sale of company.*
* *Maintain the good manner to all customers*

**PCOS Technical Support Staff**

*Government in the Philippines Commission on Election (COMELEC District IV) Phil.*

*Brgy Quintin Village*

*Date: 2013- Election Day*

* *You must ensure that the all PCOS Machine is properly works and good condition when you encountered some problems makes sure this is works properly immediately or contact to COMELEC for replacement.*

***SUPPORT STAFF***

*Government in the Philippines Commission on Election (Comelec District IV) Phil.*

*Brgy Sikatuna Village*

*Date : 2016 – Election Day*

* *Make sure all the ballots assign arrived to the polling place at the right time.*

*Assist the all voters . Secured the all ballots.*

**ON THE JOB TRAINING**

**Office Assistant**

*Commission on Election Government in Philippines (COMELEC District IV)*

*Quezon City Hall Phil.*

*Date : 2012-2013*

* *Assist the all voters.*
* *Search the Voters ID using Database*
* *Encode data using MS word, Ms excel, Ms Powerpoint etc.*

**EDUCATIONAL ATTAINMENT**

***COLLEGE***

***SCHOOL:*** *Datamex Institute of Science and Technology*

***DEGREE:*** *Bachelor of Science and**Ladderized of Information Technology*

***ADDRESS:*** *Don Mariano Marcos Ave. Fairview Q.C.*

***SCHOOL YEAR:*** *2011-2013*

***SECONDARY***

***SCHOOL:*** *Quezon National High School*

***ADDRESS:*** *Brgy Ibabang Iyam Lucena City*

***SCHOOL YEAR:***  *2006 – 2010*

**SKILLS QUALIFICATION**

***Office Productivity***

* *Microsoft Office Word*
* *Microsoft Office PowerPoint*
* *Microsoft Office Excel*
* *Computer Literate*

***Retail Industry***

* *Sales*
* *Customer service*
* *Concierge*

**PERSONAL INFORMATION**

***DATE OF BIRTH:*** *August 20, 1993****BIRTH PLACE:*** *East Avenue Medical Center Quezon City Philippines****AGE:*** *23 years old****GENDER:*** *Female****STATUS:*** *Single****RELIGION:*** *Catholic****HEIGHT:*** *5’3 inches*

*I hereby certificate that the above information is true and correct to the best of my knowledge and belief.*