# **MAIDA**



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# **OBJECTIVES:**

To apply in a position as per my qualification in a company which offers a room for advancement to a more that dedicated and persevering candidate whose main gold is to use an acquired knowledge and experience to the best of my capabilities. I am looking forward to work a career and becoming an asset in your company.

**STRENGTH:**

Strong back ground in my relation field.

Gold and result oriented

A team player and can work under pressures

#### SKILLS:

Computer literate

# **PERSONAL BACKGROUND:**

NATIONALITY---------------------------FILIPINO

RELIGION---------------------------------CATHOLIC

Visa Status------------------------- VISIT VISA

W**ORK EXPERIENCE:**

#### POSITION: SENIOR CASHIER

***SHARAF DG***

**AUGUST 14, 2011 – JULY 21, 2016**

#### DUTIES AND RESPONSIBILITIES:

>Experience in cash handling and POS use

>Accepts cash, checks, wire transfers, or credit cards for payment and completes check and credit card transactions according to established procedures and guideline

>Collect and verify cash payments to ensure timely and accurate cash collection

>Inform the customer of the total purchases and also Apologize to the customer behind for the delay of the item

>Maintaining clean and orderly checkout area

>Handles store operations in the absence of the store managers

**>**Maintain and update daily report, monthly report and yearly report

>Get the ERP report to check all Cards for selling

**>**Substantial knowledge of ISO standards

**>**Trained to work in other section of the store

>**Customer service** - Taking care of the customer’s needs by providing and delivering professional, helpful, high quality service and assistance.

**POSITION: SALES ASSOCIATE**

***KIDS STORE***

**BEACH CENTER JUMEIRAH DUBAI UAE**

**NOVEMBER 09, 2006 – DECEMBER 15, 2010**

#### DUTIES AND RESPONSIBILITIES:

>Welcome customer with smile as they enter into premises,

>Answering proactively ask customer how they can be assister.

>Explain product features and warranty agreement

>Provide information on daily deals and promotion

>Assist customers by taking down products that may not be easy to reach

>Provide information regarding each product and any offers associate

>Respond to customer’s requests and concerns in a resourceful manner

**>**Create and maintain sales materials

>Prepared sales contracts and accepted payment through cash cheque and credit card

>Answering telephone calls properly

>Responsible for planning supervision and control of all the aspects of the operation.

## **POSITION:** **WAITRESS – PART TIME**

***GRAND HYATT HOTEL***

**KARAMA DUBAI, U A E**

**MARCH 05, 2006 – OCTOBER 13, 2006**

#### DUTIES AND RESPONSIBILITIES:

>Always immaculately groomed in a clean full uniform

>To provide a courteous and professional service all times

>Attend to the guest queries courteously and promptly

>Report any incidents guest complaints, accidents that my occur during the course of duty

>Cooperative with team leader and management as required by the operation.

#### POSITION: WEREHOUSE CLEARK / STORE KEEPER

***PINE FILM CORPORATION***

**EPZA ROSARIO, CAVITE PHILIPPINES**

**SEPTEMBER 01, 1996 - FEBRUARY 10, 2005**

#### DUTIES AND RESPONSIBILITIES:

**>**Organizes and maintain files of record and correspondence of both a routine and confidential nature.

>Finalize and complete the work batch and shift in system on daily basis.

>Ensure that there is sufficient work load for binning to avoid lost/idle time

>Ensure that the article and the quantity being received are accurate to avoid wrong claim to vendor.

>On- time processing and dispatching of deliveries to branches and customers.

>Preparing a daily stock register which is attested by the security guard on daily basis

>Report any incidents guest complaints, accidents that my occur during the course of duty

>Cooperative with team leader and management as required by the operation.

**EDUCATIONAL BACKGROUND:**

EMILIO AGUINALDO COLLEGE-----MANILA, PHILIPPINES

ASSOCIATE IN RADIOLOGIC TECHNOLOGY ----GRADUATE

# **ATTENDED TRAININGS AND SEMINARS:**

QUALITY EDUCATION AND REGULATORY BOARD------BAGUIO CITY, PHILIPPINES

THE RIGHT AND PRIVILEGES GRANTED IN ACCORDANCE WITH CONSTITUTION AND BY LAWS------------UNIVERSITY OF THE PHILIPPINES MANILA, PHILIPPINES