Curriculum Vitae

# Maria

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Objective:

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help promote your corporate mission and exceed team goals.

Summary of Qualifications:

Extremely motivated and passionate in whatever I choose to do. Strong interpersonal and communication skills and know how to handle and deal with different kind of people and circumstances. Equally effective working independently and cooperation with others.

Educational Background:

* College : Bachelor of Science in Nursing

Our Lady of Fatima University (2003 - 2006)

* Secondary : Ernesto RondonHighschool (1999 – 2003)
* Primary : TandangSora Elementary School (1994 – 1999)

Professional Background:

Customer Service Representative – Majid Al Futaim, Carrefour Hypermarket

March 2016 -Present

Customer Service Representative Job Responsibilities:

Serves customers by providing product and service information; resolving product and service problems.

Customer Service Representative Job Duties:

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens customer accounts by recording account information.
* Maintains customer records by updating account information.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Customer Service Representative Skills and Qualifications:

Customer Service, Product Knowledge, Quality Focus, Problem Solving, Market Knowledge, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information , Multi-tasking

Cashier – Majid Al Futaim, Carrefour Hypermarket

July 2014 – February 2016

Cashier Job Responsibilities:

A cashier obtains payment for goods by scanning items, itemizing and totaling customer's purchases.

Cashier Job Duties:

* Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
* Enters price changes by referring to price sheets and special sale bulletins.
* Discounts purchases by redeeming coupons.
* Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers.
* Verifies credit acceptance by reviewing and recording driver's license number; operating credit card authorization system.
* Balances cash drawer by counting cash at beginning and end of work shift.
* Provides pricing information by answering questions.
* Maintains checkout operations by following policies and procedures; reporting needed changes.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed.

Cashier Skills and Qualifications:

Energy Level, Dependability, Productivity, Customer Service, Professionalism, Attention to Detail, Customer Focus, General Math Skills, Informing Others, Basic Safety, Job Knowledge.

Pharmacist Assistant - San Roque Supermarket Philippines (2011 – 2014)

Pharmacy aides help licensed pharmacists with administrative duties in running a pharmacy. Aides often are clerks or cashiers who primarily answer telephones, handle money, stock shelves, and perform other clerical duties. They work closely with pharmacy technicians, and refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Responsibilities may also include:

* Establish and maintain patient profiles
* Prepare insurance claim forms
* Stock and take inventory of prescription and over-the-counter medications
* Clean pharmacy equipment, help with the maintenance of equipment and supplies
* Manage the cash register

Personal Background :

* Height : 5’3
* Weight : 110 lbs.
* Birthdate : 26/12/86