**MARILOU**

C/o-Contact No.: +971504973598

marilou.340104@2freemail.com

***OBJECTIVES***: To bring to your organization enthusiasm, dedication, responsibility and good work ethic, combined with a desire to utilized my skills obtained through my previous work experience

***Qualification:***

* Fast leaner, hardworking, honest, disciplined and organized
* Flexible and can get along with different kind of people, able to work in team with good communication skills.
* Ability to grasp and learn new thing, can work under pressure
* Literate in Computer Software application: Microsoft Office (Word and Excel, POS)

***WORK EXPERIENCES***:

***CASHIER***  Dec. 01,2014 – Dec. 10, 2016

***BLUEBERRY MINIMART LLC.*** Business Bay, Dubai, U.AE.

* Responsible for accepting payments from customers, and giving change and receipts.
* Operate a POS cash register, and counting money in drawers to ensure the amount is correct.
* Knowledge of and ability to refund in the form of cash or credit.
* Bagged customer’s good in ensuring that their items are not get smashed or ruined in transit.
* Able to resolve customer disputes in a calm and intelligence manner.
* Answer phone calls and take down the orders.
* Prepare the goods that customer ordered.
* Monitoring the goods and checking the stocks expiration.
* Received and refill the goods in the shelves.
* Dealing to the suppliers and inquires of the customer.

***CASHIER cum SALES*** June 07. 2013 – May 06. 2014

***TANOS LLC***. Dubai Mall, U.A.E

* Count the money in cash drawer at the beginning of the shifts
* Check and compute the total sales from Daily Sales Report.
* Make request items and refill the items in the display
* Encode all the received items.
* Monitoring the items and checking the stocks
* Received the payment by cash and cards.
* Assisting the customer according to their needs.

***CASHIER*** June 25. 2008 – May 31, 2013

***T. CHOITRAMS & SONS LLC.*** Dubai, U.A.E.

* Count the money in cash drawers at the beginning of the shifts to ensure that the amounts are correct and there is adequate change.
* Greet customers entering to the establishments.
* Maintain clean and orderly in checkout areas.
* Process merchandise return and exchanges.
* Received payment by cash, card and vouchers.
* Issue receipts, refunds, credits or exchange due to customers.
* Issue trading stamps and redeem food stamps and coupons.
* Calculate total payments received during a tie period and reconcile this with total sales.
* Compute and record total transaction.
* Sort, count and wrap currency and coins.
* Answer customers question and provide information on procedures or policies
* Bag the merchandise.

***SALES SECRETARY*** June 1998 – September 2007

***NEW VICSON SALES CORPORATION*** Quezon City, Philippines

* Prepares delivery receipt, Sales Invoices. Credit and Debit Note.
* Answer phone calls and inquiries of the customer and supplier.
* Do all clerical jobs such as: filling, typing, e-mailing etc.
* Prepares quotations, Invoices and Delivery Orders.
* Receives and update pending orders of the customer.
* Prepares total dispatch material in everyday basis.

***TRAINING & SEMINARS:***

* ***IN SEARCH OF “THE BEST CASHIER”*** Cashier Training Program – April 19. 2010 – Al Rais Bldg. Bur Dubai, U.A.E
* ***FOOD SAFETY & HYGIENE*** Training Program – October 2008 – Al Rais Bldg. Bur Dubai, U.A.E

***EDUCATIONAL ATTAINMENT: SECRETARIAL SCIENCE***

***BULACAN POLYTECHNIC COLLEGE***

Malolos, Bulacan, Philippines

Sy- 1993-1995

***PERSONAL DATA:***

Citizenship : Filipino

Religion : Catholic

Visa Status : Cancelled Visa

Visa Validity : Transferrable