**GINALYN**

Email Address: [ginalyn.340790@2freemail.com](mailto:ginalyn.340790@2freemail.com)

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**OBJECTIVES:**

* To obtain any available, yet suitable position that provides quality services to the public as directed in maintaining the good of the company.
* To be able to work with the new people in a new environment that offers challenge and motivation to upgrade all aspects and widen the horizon.

***Skills:*  Computer literate (Microsoft Word, Excel, PowerPoint)**

**REVELANCE QUALIFICATION:**

* Willingness to learn and work under provision.
* Willingness to serve people with different personalities and characters.
* Ability to work and to deal with others as a member of the team and society.
* Flexible and fast learner.

**WORK EXPERIENCES:**

Position: **CASHIER/RECEPTIONIST** Stallion Bespoke Textiles LLC

Southridge Park, Downtown, Dubai

August 2015 to January 2017

***Job Descriptions:***

* Handling cash sale. Sending fax and emails.
* Handling FOCUS POS counter.
* Assist and entertain sales staff and customers quires.
* Answer telephone, screen and direct calls.
* Take and relay messages.
* Deal with queries from the public and customers.
* Prepare letters and documents.
* Tidy and maintain the reception area.

Position: **CASHIER/ SALES REPRESENTATIVE** Options Furniture Center LLC.

Montana Bldg. Za’abeel Rd., Karama, Dubai

June 2011 up to September 2014

***Job Descriptions:***

* Handling ZEBRAS POS counter.
* Attain customer complain.
* Get report fast moving and slow moving items.
* Prepare credit note, LPO,SLA.
* Sell products and services to customers.
* Demonstrate products and show customers how maximize their features.
* Discuss warranties and replacement conditions.
* Answering customer’s questions about products, prices, availability, product uses, and credit terms.
* Check inventory to ensure product is in stock.
* Ensure pricing in correct
* Keeping the area clean and making sure the product is organized.

•Sell products and services to customers.

•Demonstrate products and show consumers how to maximize their features.

•Discuss warranties and replacement conditions.

•Answering customers' questions about products, prices, availability, product uses, and

•Check inventory to ensure product is in stock.

•Ensure pricing in correct

•Keeping the area clean and making sure that the product is organized.

Position: **CASHIER/RECEPTIONIST**  Danial Iranian Restaurant

Deira Creek, Twin Towers, Dubai

April 2008 up to May 2011

***Job Descriptions:***

* Keeping a record of how much I had when opened the store, how much money is earned when closed the store.
* Keeping a book record of day off, reservation, and staff list.
* Maintaining a good communication to the customers and co-workers.
* Handling a phone outgoing and incoming calls.
* Welcome arriving customers to the restaurant.
* Guide the guests to their seats when they are arrived.
* Dealing with restaurant booking and handling parties or events.

**EDUCATIONAL BACKGROUND:**

**DIPLOMA OF COMPUTER EDUCATION**

Asian Institute of E-Commerce

Alaminos City, Pangasinan

**PERSONAL INFORMATION**

Date of birth: February 10, 1985

Civil Status: Married

Gender: Female

Nationality: Filipino

Visa Status: Employment Visa

*I hereby certify that all the information above are true and correct to the best of my knowledge.*

**GINALYN Applicant**