**ANALEA** 

**ANALEA.341248@2freemail.com**

****

***OBJECTIVES***

To have a career that suites my qualifications, and at the same time enhance my current skills and learning for the betterment of my future and the institution that I would be working for.

***EDUCATIONAL BACKROUND***

**Tertiary:** Ago Medical and Educational Center Legaspi, City Philippines

**Course :** Midwifery ( 1989- 1991 )

***SKILLS***

* Good communication skills
* Customer service oriented
* Computer Literate (Microsoft word, Microsoft excel, power point)

***WORK EXPERIENCE:***

Company:  **Carrefour Hypermarket LL C- Bawadi Mall Alain, U.A.E**

Position : Safe Clerk

Period : 2003- 2012

**DUTIES AND RESPONSIBILITIES:**

* Counting Money from Cashier
* Make balance the money according to the slip of cashier
* Make deposit the money from the bank according to the report
* Checking all the credit cards that receive from cashier

Company : **Al Falah Plaza Alain U,A,E**

Position : Cashier

Period : 2000- 2002

**DUTIES AND RESPONSIBILITIES**

* Receive payment by cash or credit card
* Always make sure that the prices on bar-codes are the same with the items that scanned.
* Maintaining daily cash report of transaction
* Checking the machine before and after using.
* Guiding and solving queries of customer
* Providing training and assistance to new joined cashier

**Company :**  **Abu Dhabi Rehabilitation Center Abu Dhabi U.A.E**

 **Position :** Nursing Aid

**Period :** 1994 – 1996

**DUTIES AND RESPONSIBILITIES:**

* Taking Care of old Patient
* Giving food
* Bathing them and bedding's

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