Jenet

Jenet.347290@2freemail.com

**Objective:**

To enhance my full abilities on my chosen career. To be more flexible and capable as an employee or worker.

**SKILLS:**

* Excellent Customer Service Skills
* Can deal with Different Nationalities
* Multitasking, Attentive
* Strong organizing and coordination skills
* Goal Oriented – Flexible
* Good Communication and Social Skills

**QUALIFICATIONS:**

**Bachelor of Science in Information Technology** (Under Graduate)

**University of Pangasinan, Philippines**

**CAREER SNAPSHOT:**

**Housekeeping**

**Trading and Importing Services**

Abu Dhabi, U.A.E.

September 2013 – till present

Designation:

ABU DHABI INTERNATIONAL AIRPORT August 2016 till present

ABU DHABI MEDIA May 2016 - July 2016

ADNOC OFFICE May 2014 - April 2016

Family Development Foundation Scientific School - October 2013 - April 2014

Job Descriptions:

* Maintaining the sanitation and cleanliness: Sweeping floors with brush or dust control mop (dry mop), Mopping floors (wet mop).
* Wipe down desk and chairs, walls, doors using appropriate cleaner clothes.
* Empty the trash cans, Refilling tissues.
* Ensure that the office kitchen is properly cleaned and maintained; hand basin, drinking fountain.
* Wash down the rest rooms and ensure they are sanitized properly.
* making sure the mirrors and walls are free of dusts.
* Request repair services if needed and wait the workers to arrive.
* Report any lost and found items immediately to supervisor.

**CSI GROUP OF COMPANIES Philippines**

City Supermarket Incorporated

Rose Plaza Inn

Gloria Maris Chinese Seafood Restaurant

Sales Promo

Series 2006 - 2013

**Nirvana Bar & Restaurant Philippines**

**Nirvana Souvenirs & Fashion Philippines**

Series 2004 - 2006

**Sales Representative**

Watson Philippines

2001 – 2002

**JOB ROLE:**

**Cashier**

* Count money at beginning of the shift.
* Scan merchandise to identify prices of goods, accept cash and credit cards payment
* Enter transaction in the cash register and provide customer with the total bill
* Issues receipts and change to customers.
* Cash checks for customers.Process refunds and exchanges while managing the cash drawer.
* Compute and record totals of transactions.
* Sort, count currency and coins.
* Request information or assistance using paging system

**Receptionist cum Cashier**

* Handling the main front office area with all reception duties
* Attending and greet guest, answering questions or concerns, forwarding messages, confirming guest orders.
* Handled calls inquiries, customer care, reservations and prepare bookings.
* Process all guest check-ins, assigning room, process all check-outs.
* Process all payment types such as room charges, cash, checks, debit or credit.
* Complete designated cashier and closing reports in the computer system.

**Waitress cum Cashier**

* Prepare tables for meals, like setting up them such as table linen, silverware and glassware.
* Assisted customers and provided necessary orders
* Escort customers to their tables and present menus
* Answer questions about specialty , make recommendation upon request
* Enter food orders into POS for transmittal to kitchen staff
* Receiving payment by cash, checks, credit cards, vouchers, or automatic debits, cashing checks, and refunds
* Prepare cashier’s summary and tally it with MICRO (POS) reading at the close of the shift
* Print and tally transactions list from credit card machines with physical check and micros reading.
* Computing and recording transactions and ensuring accuracy for all register transactions.
* Prepare deposit envelope, write the deposit amount in cashier’s deposit sheet.

**Sales Promo:**

* Demonstrate and provide information on promoted products.
* Create a positive image and lead consumers to use it
* Distribute product samples, flyers etc.
* Identify interest and understand customer needs.
* Set up booths or promotional stands and stock products
* Strong listening, communication, presentation and social skills

**Sales Representative**

* Greet and welcome customer, assists with any questions, directions to sales etc.
* Solicit customer feed back via comment cards and offering alternative and additional services.
* Answer customer’s questions about products, prices, availability, Product uses.
* Resolves customer complaints, preparing reports, make inventory stock.
* Identify slow moving items.

**Personal details:**

Nationality : Filipino

Date of Birth : 12 May 1982

Visa Status : Residence Visa

Passport Expiry : 10 September 2017

Languages : English, Tagalog