**MYLENE L.**

**MYLENEL.349541@2freemail.com**

**Looking for suitable position as the next step in an already successfully career.**

**PERFORMANCE SUMMARY**

**Highly – determined professional with 8+ years’ experience in cashiering and customer service arena. Extremely skilled in cash register management,**

**Conducting meetings and overseeing transaction on cash counters.**

* **Conversant with providing courteous and continuous attention to customers.**
* **In depth Knowledge of communicating product knowledge to customer and keeping abreast of promotional activities of the store.**
* **Highly effective in managing cash and credit transaction in an efficient manner.**

**Key qualification includes:**

* **Receiving payment from customer using various mode as cash, debit cards, credit cards and demand draft etc.**
* **Responsible for opening and closing of cash counter.**
* **Make the records of cash and all other payment together as well as separately.**
* **Solving customer, s problem at counter.**
* **Checking the stock shelves and the availability of price tag at shelves.**
* **Ensuring that the cash counter is neat and clean.**
* **Coordinating and helping other cashiers also to ensure that the price of the product is correct.**
* **Keeping records and calculation of all the transaction.**

**WORK EXPERIENCE:**

**Currently working as a (SALES CASHIER) Sana fashion LLC Retail Concept Dubai. U, A, E**

**(2015 may – up to present)**

**Duties and Responsibilities.**

* **Assisted lead cashier in execution of merchandizing and billing operations.**
* **Processed and replenished merchandise and ensured stock availability on the assigned floor**
* **Guided customers and provided them with highest quality of customer service**
* **Ensured loss privation procedures.**
* **Stocked merchandise in check stand area.**
* **Assist customers with locating products in the store**
* **Inform customers of any special deals that the company may be offering**
* **Provide after sales service on the phone or in person.**
* **Manage returns and exchanges.**
* **Suggest items in addition to the purchased ones to boost sales.**

**INDRA GARMENT MFG.INC.**

**ROBINSON DEPT.STORE**

**Position : Promo Clerk**

**Period : April 2014 – Dec 2015**

**Location : Calapan City Oriental Mindoro**

**ADIDAS PHIL,S.**

**GAISANO CAPITAL CALAPAN**

**Position : Promo Clerk**

**Period : October 2013 – April 2014**

**Location : Calapan City Oriental Mindoro**

**UNILEVER PHIL,S**

**ROBINSON SUPERMARKET**

**Position : Promo Clerk**

**Period : November 2011 – April 2012**

**Location : Neo Calapan Mall**

**BLUES BROTHERS INC. (RRJ)**

**Position : Sales Clerk**

**Period : June 2011 – November 2011**

**Location : Calapan City Oriental Mindoro**

**PENSHOPPE CALAPAN**

**Position : Sales Staff**

**Period : February 2009 – August 2010**

**Location : Calapan City Mindoro**

**PENSHOPPE TARGET MALL**

**Position : Sales Staff**

**Period : December 2006 – December 2007**

**Location : Complex Santa Rosa Laguna**

**FIRST SUMIDEN CIRCUIT INC.(FSCI)**

**Position : Inspector**

**Period : February 2006 – October 2006**

**Location : Pulo Cabuyao Laguna**

**CITIMART ISLAND MALL**

**Position : Sales Clerk**

**Period : May 2005 – October 2005**

**Location : Calapan City Oriental Mindoro**

**Duties and Responsibilities.**

* **Handling customers in daily bases.**
* **Achieving Budgets.**
* **Maintaining housekeeping.**
* **Maximize Sales in Department.**
* **Monitored in Store display Customer Service Sales events**
* **Increased Sales beyond Store expectations.**

**ACHIEVEMENTS**

* **Trained employees to work as a cashier and store representative.**
* **Reached our quota quarterly.**
* **Opening of 2 new stores in u.a.e**

**EDUCATIONTIONAL QUALIFICATION**

* **College : Divine Word College of Calapan.**

 **Calapan City Oriental Mindoro**

 **Associate in Computer Data Processing**

 **(ACDP)**

 **SY: 2004 - 2005**

* **High school : Canubing National High School**
* **Elementary : Malamig Elementary School**

**AFFILIATION:**

* **Proficient in the Operation of Microsoft Based application such as Microsoft Windows and MS Offices.**
* **Exceptional in both written and spoken English.**
* **Loves in dealing with people of all kinds of ages.**
* **Ability to Supervise.**
* **Ability to train people.**
* **Aware of current sales trends and developments in local market.**
* **Good organizational and time management skills.**
* **Exceptional interpersonal and communication skills.**
* **Results driven approach.**

**REFERENCES: Available upon request**

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