**JOANNE**

E-mail: joanne.350809@2freemail.com

**Position Desired**: Sales Executive/ Cashier

**Work Experience**

**Tangerine Concept Arts and Design**

Sales Clerk/Cashier

Pengchau Island, Hongkong, from February 2016 - February 2017

Job Description:

1. Entertain the inquiries from customers regarding the antique painting origin, prices, and its nature.
2. Prepare Invoice and Receipt for the item sold to the customer.
3. Update the stock records for the item sold.
4. At the close of business day, count the money from the Cash box, and turn over to the Shop Manager.

**Heiko Arnold**

Housekeeping

Happy Valley, Hongkong, from February 2014 - February 2016

Job Description:

1. Conduct general house cleaning.
2. Change beddings and linens.
3. Refill toiletries and bath towels.

**Managuelod Agribusiness Center**

Cashier

Isabela, Philippines, January 2009 - November 2013

Job Description:

1. Receive cash from Salesman, and prepare Receipt
2. Update the Receipt book for the amount received.
3. At the close of business day, count the money from the Cash box, and turn over to the Store Manager.

**Chowking Food Corporation**

Cashier and Food Server

Makati City, Philippines, from February 2003 - July 2003

Job Description:

1. Count the money in Cash register from the beginning of Shift.
2. Entertain customer orders, enter the items ordered on the POS, receive the cash payment, and arrange the food stuff to be served.
3. At the end of the Shift, count the total sales, and log to the Sales Register.
4. Account and record the sales discounts given to Senior Citizens, and employees.
5. Turn over the Cash Register to the Store Manager.

**Personal Data**

Age: 37 years old

Date of Birth: January 16, 1980

Place of Birth: Isabela, Philippines

Civil Status: Single

Nationality: Filipino

Height: 5’2”

Weight: 49kgs.

Dialects can spoken: Fluent in English

Special Skills: Computer literate

**Educational Background**

Colllege Bachelor of Science in Nursing

 Pangasinan Colleges of Science and Technology

 Pangasinan, Philippines

 Certificate in Nursing Aide

 June 1996 - March 1999; June 2005 – October 2008

Secondary School of St. Joseph The Worker

 Isabela, Philippines

 Graduated, March 1996

Primary Echague West Central School

 Isabela, Philippines

 Graduated, March 1992