[**Leonila.353391@2freemail.com**](mailto:Leonila.353391@2freemail.com)

**LEONILA**

**Position desired Admin assistant**

**Career objective** To obtain a administrative position that will utilize my skills and experiences and to grow professionally by strengthening my skills through continuous learning while contributing my best level to organization.

**Work**

**Experiences**

**Majid Al Futtaim Hypermarket LLC**

Carrefour Market, Oasis Branch, Dubai UAE

**Central Cash Office Assistant /team leader Cashier**

July 15, 2013 –***Present***

**Yeeloofa Development Corporation**

Metro Manila, Philippines

**Office Assistant/ Cashier**

March 10, 2011 to July 10 2013

**Supervalue, INC.**

Metro Manila, Philippines

**Cashier**

September 22, 2008 to February 15, 2009

**Duties &**

**Responsibilities**

* Provide administrative and clerical support to office staff to run office efficiently.
* Coordinate paperwork and information flow in office.
* Organize and maintain files and perform accurate filing system.
* Ensuring all the file reports are updated and arranged
* Prepares the cash count reports such as: (daily deposit ,petty cash vouchers, cashier loans)
* Receive payments by cash or card
* To accurately remit all the tokens to the company
* Handling all customer issues and provide a satisfying solution
* Ensure all the customers are being well entertained according to company standards
* Establish rapport to customers and colleagues

**­Education**

**AMA College Philippines**

Office Information System

Graduated Year 2008

**Skills**

* Microsoft Office Proficient;

(MS Word, MS Excel, MS Power Point)

* Can work at minimum supervision
* Applies management skills in executing given task
* Excellent sales ability operates cash Register/Process payments.
* Upbeat, enthusiastic, and punctual with an excellent work ethic and sales experience. Over three years of expertise running the cash register, and delivering prompt customer service.
* Highly skilled in listening and responding to customer needs and concerns.
* Strong communication skills.

**Personal**

**Information**

**Age**  : 26

**Birth date**  : May 08, 1990

**Civil Status** : Single

**Citizenship**  : Filipino

**Language Spoken** : English