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| **Sittie****Sittie.360079@2freemail.com** | a.jpg |
| **PERSONAL DATA** |
| Age: | 24 |
| Date of Birth: | Oct 27, 1992 |
| Gender:Religion: | FemaleIslam |
| Civil Status: | Single |
| Height: | 157 cm |
| Weight: | 50 kg |
| Nationality: | Filipino |

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| **WORK EXPERIENCE** |
| * Position: **Cashier**

 Duration: November 2015 – Present  Company: Centrepoint, Landmark Group Inc. Company Industry: Marketing / Sales / Retails Location: Ras Al Khaiman, United Arab Emirates Department: Counter Job Description: **Cashier*** In charge to process the payment of the customer.
* Ensures correct and complete processing of sales transaction.
* Assist the customer and giving a promotion suggestion.
* Giving Great Customer service.
* Greeter, politely to cheer and thank the customer for shopping in Centrepoint store.
* Refill and organize it well the products /item to attract the customer.
* Prepare the sales document for compilation and forward to Accounting Dept.
* Position: **Pharmacy Assistant**

 Duration: June 2015 – October 2015 Company: South Star Drug Inc. Company Industry: Mazrketing / Sales / Retails Location: Brgy.Maybunga, Pasig City Department: Pharmacy Job Description: **Pharmacy Assistant**• Assist the customer for giving a health suggestion. • Dispense the medicine of customer by supervised of Pharmacist. • Dispense the medicine of customer's need base on Doctor’s prescription. • Monitor and update the medicine booklet of Senior Citizen and PWD  • Promote the Thematic product. • Monitoring the expiration date of medicine and other Items. • Maintain the cleanliness of product and inside the drug store. • Processing the Payment and take a role as Cashier.* Position: **Cashier**

 Duration: November 2014 – April 2015 Company: Watsons Personal Care Stores (Phils.) Inc. Company Industry: Marketing / Sales / Retails Location: Mall of Asia, Pasay City Department: Counter Job Description: **Cashier*** In charge to process the payment of the customer.
* Ensures correct and complete processing of sales transaction.
* Assist the customer and giving a beauty and health suggestion.
* Greeter, politely to cheer and thank the customer for shopping in Watsons store.
* Checking the Item for good conditions and monitor the product duration
* Refill and organize it well the products /item to attract the customer.
* Prepare the sales document for compilation and forward to Accounting Dept.
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| 3. | Position: | **Barangay Record Keeper** |
| Duration: | August 2013 – November 2013  |
| Company: | Brgy. San Manuel |
| Company Industry: | Government |
| Location | City Of San Jose Del Monte Bulacan |
| Department: | Accounting |
| Job Description: | **Barangay Record Keeper,*** In charge to release the Community Tax Certificate.
* Make a summary report in Community Tax Certificate.
* Auditing the daily record expenses
* Collecting and filing receipts by attach in voucher.
* Expenses summary report.
* Assisting by checking the report of Treasurer.
* Submitting Monthly expenses of Brgy. San Manuel
* Several times, asked to have a transaction in Accounting Department of City Hall.
* Issuing of Brgy. Certificates (if the clerk is untended).
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| **EDUCATION** |
|   | **Highest Education** |  |
| Education Level: | Vocational Diploma / Short Course Certificate |  |
| Education Field: | Computer Science/Information technology |  |
| Course: | Computer Science (2 years course) |  |
| School/University: | Asian Institute Of Computer Studies |  |

**SKILLS**

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|  |  Ability to communicate using English language. |
|  |  Computer literate (Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point). |
|  |  Ability to use the database. Ability to give a good and high quality services. |

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| **TRAININGS/SEMINARS** |
| **Date** | **Topic/Course Title** |
| Nov 19, 2012- Dec 28, 2012 | JAVA PROGRAMMING (NC IV)Ms. Marie JienneCarmelli R. DesiderioKorea Philippines It Center |
| Oct 15, 2012- Oct 26, 2012 | FOOD AND BEVERAGES SERVICES NC IISec. Emmanuel Joel J. VillanuevaTechnical Education And Skills Development Authority |
| Jun 18, 2012- Oct 19, 2012 | ORACLE 9i : DATABASE ADMINISTRATION FUNDAMENTALS 1Mr. Tomas Benjamin P. Berbano IIIAics Fairview |
| Nov 4, 2011- Mar 19, 2012 | ORACLE DATABASE 10g: INTRODUCTION TO SQLMr. Tomas Benjamin P. Berbano IIIAics Fairview |
| Sep 7, 2011 | ADOBE DREAM WEAVER CS3Angelyn M. BuenaInformatics |
| Jul 27, 2009- Aug 7, 2009 | CALL CENTER AGENT NC IIMr.Carlo Antonio D. Dimayuga IIITrilink Training And Development Corporation |

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