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| **Sittie**  [**Sittie.360079@2freemail.com**](mailto:Sittie.360079@2freemail.com) | | a.jpg |
| **PERSONAL DATA** | | |
| Age: | 24 | |
| Date of Birth: | Oct 27, 1992 | |
| Gender:  Religion: | Female  Islam | |
| 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. | | |
| 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. Desiderio Korea Philippines It Center |
| Oct 15, 2012- Oct 26, 2012 | FOOD AND BEVERAGES SERVICES NC II Sec. Emmanuel Joel J. Villanueva Technical Education And Skills Development Authority |
| Jun 18, 2012- Oct 19, 2012 | ORACLE 9i : DATABASE ADMINISTRATION FUNDAMENTALS 1 Mr. Tomas Benjamin P. Berbano III Aics Fairview |
| Nov 4, 2011- Mar 19, 2012 | ORACLE DATABASE 10g: INTRODUCTION TO SQL Mr. Tomas Benjamin P. Berbano III Aics Fairview |
| Sep 7, 2011 | ADOBE DREAM WEAVER CS3 Angelyn M. Buena Informatics |
| Jul 27, 2009- Aug 7, 2009 | CALL CENTER AGENT NC II Mr.Carlo Antonio D. Dimayuga III Trilink Training And Development Corporation |

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