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Lady

Lady.360817@2freemail.com

**CAREER OBJECTIVE**

I am seeking a company where I can use my experience and education to help the company. Results driven, reliable with a solid track record of performing cashiering activities and related tasks. Enthusiastic to get a cashier position utilizing diverse experience and exceptional communication and Customers service skills.

**SKILLS**

* Determined, reliable, hardworking and trustworthy individual.
* Good communication skills.
* Responsible and can multi-task or flexible.
* Perceives criticisms constructively.
* Can work under pressure and can learn fast.
* Customer Service, Highly skilled in providing prompt and friendly to external and internal customers.
* Cash Handling-Profound ability to collect payments.
* Performing Cash, and Credit, Debit, Gift Card transaction
* Operate cash drawer. Giving receiving changes in a nice way.
* Basic knowledge in Computer, like Microsoft Office, PowerPoint and Excel.

**WORK EXPERIENCE**

* **Company : SHUENN JYH ELECTRONICS CO,. LTD**
* **Date : July 2010- February 2017**
* **Position : Factory worker/ Operator/ Promoted as Assistant Supervisor**
* **Company : SUPER SHOPPING MARKET, INC.**
* **Date : February 2007 – January 2010**
* **Position : Cashier/ Customer Service Assistance /Assistance Supervisor**
* **Company : JOLLIBEE TAGUIG**
* **Date : July 2006- January 2007**
* **Position : Service Crew/ Cashier**

**JOB DESCRIPTION**

* Attend to customer and identify their needs, guide them.
* Handling customer complaints as they arise.
* Train new staff members on company concept.
* Handle customer complaints/suggestions/other related needs in the best interest of both customers and company.
* Suggest and assist in the company’s yearly plan for promotions to increase sales.

**EDUCATION**

* **College** : 2-Years Hotel & Restaurant Management **(2004-2006)**
* **Secondary** : Pambisan National High School **(2001-2004)**
* **Elementary** : PambisanMunti Elementary School **(1999-2004)**

**LANGUAGES KNOWN**

* English, Tagalog, Mandarin

**DECLARATION**

**I do here certify to the best of my knowledge that the above particulars are true and correct.**