**AILEEN**

**AILEEN.362970@2freemail.com**

**POSITION APPLIED FOR: CASHIER**

**HIGHLIGHTS**

* Reliable and punctual
* Reliable team player
* Active listening skills
* Excellent multi- tusker
* Energetic work attitude
* Trustworthy
* Respectful

**SUMMARY QUALIFICATIONS**

* 3-1/2 years’ experience as supervisor in Acro Distribution and Logistics Inc. distribution of Universal Robina Corporation.
* 1 year experience as auditor in Acro Distribution and Logistics Inc. distribution of Universal Robina Corporation.
* 1 year experience as Cashier in Acro Distribution and Logistics Inc. distribution of Universal Robina Corporation.
* 3 years’ experience as cashier in restaurant, past food and Supermarket.
* 1year Skill on management of power benefits and human resources tasks

**MAJOR ACHIVEMENTS**

* Awarded as employee of the Month for being determination in my work.,hard working.(Alpha Distribution Inc.)
* Awarded as employee of the Year for being exemplary and outstanding performance. .(Alpha Distribution Inc.)
* Promoted as a Field Sales Supervisor & Office Sopervisor. (Alpha Distribution Inc.)
* Awarded as employee of the Month for being hard working.(Jollibee)
* Awarded as 2nd Place in Suggestive Selling in New Ice Craze.

**PROFESSIONAL EXPERIENCE**

ACRO DISTRIBUTION & LOGISTICS INC.

**Auditor /** June 2012 – May 2013

**Cashier** / June 2013 – July 2013

**Field Sales Supervisor** / August 2013 – May 2015

**Office Supervisor / Human Resources** / **Cashier**/ June 2015 – March 2017

* Monitor all stocks in truck and check if they balance
* Encode purchase of the salesman.
* Monitor the account payable.
* Counting the remittance of salesman and the delivery’s.
* Balancing my cash and checks.
* Ready the cash and checks for deposit next day.
* Handling salesman in supermarket, Public market and Side Street.
* Monitor the sales of my handle salesman.
* Guide and give some advice of my subordinate
* Motivate my office employee
* Enforce discipline
* Interpret organizational policies and programmed
* Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
* Prepares employees for assignments by establishing and conducting orientation and training programs.

CINDY’S BAKERY AND RESTAURANT – Balanga Bataan, Philippines

**Cashier /** December 2011 – May 2012

* Take customers order at the counter.
* Receive payments and present change to customers.
* Receive food and cake checks from waiters or customers.
* Manage the register, including cash operations.
* Ensure a balance of the register at the end of the shift or working period.

EDDIE AND YAHU “G” FOODS CORPORATION

**Drive Thru & Cashier** February 2011– August 2011

* Take customer order at the window 1 and received the payment
* Assemble the order past and present their order in window 2
* Maintain cleanliness in food service areas and throughout the food establishment.
* Ensure a balance of the register at the end of the shift or working period.

SUSANA MART – San Jose Del Monte, Bulacan, Philippines

**Cashier/** February 2010 – January 2011

* Punch all item that customer buys.
* Check to my bagger if I had punched the entire item.
* Receive the payment.
* Balances cash drawer by counting cash at the beginning and end of the work shift.

KATHEA” G” FOODS CORPORATION – Balanga Bataan, Philippines

**Cashier /** February 23, 2009-January 2010

* Take customers order at the counter.
* Receive payments and present change to customers.
* Receive food checks from waiters or customers.
* Manage the register, including cash operations.
* Ensure a balance of the register at the end of the shift or working period.

JERICHO & DIOJONA “G” FOOD CORPORATION – Dinalupihan, Bataan, Philippines

**Service Crew (Kitchen Grill) /** July 2008- January 2009

* Preparing and clean my station in the kitchen.
* Wash and sanitized all utencils before cooking
* Cook Patties, hotdog and steak sauce in according to the right procedure.
* Secure the food to be out to the customers clean, safe to eat, delicious and healthy

EDUARDO “G” FOODS CORPORATION – Orani, Bataan, Philippines

**Service Crew (Kitchen Grill) /** October 2007 – May 2008

* Preparing and clean my station in the kitchen.
* Wash and sanitized all utencils before cooking
* Cook Patties, hotdog and steak sauce in according to the right procedure.
* Secure the food to be out to the customers clean, safe to eat, delicious and healthy

**EDUCATION**

2005-2008 **BACHELOR OF SCIENCE OF ACCOUNTANCY (Undergrad)**

 **Bataan Peninsula State of University,**

Balanga Bataan, Philippines

2001-2005 **Orani National High School**

 Kawayan, Orani, Bataan

1999-2001  **Doña Elementary School**

 Doña,Orani,Bataan

1994-1999 **Talimundoc Adventist Elementary School**

 Talimundoc, Orani, Bataan

**PERSONAL INFORMATION**

**Age:** 28 years old

**Nationality:** Filipino

**Sex:** Female

**Marital status:** Single

**Birth date:** November 10, 1988

**Birth place:** Manila, Philippines

**SKILLS**

Computer literate, Can work under pressure, coaching skills, Collaborating ideas, Customer service skills, Effective listening skills, Multi tasker, Problem solving skills, sales ability, sales ideas, competent, Up- seller, Teamwork skills.

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