**RODALYN**

[**Rodalyn.363130@2freemail.com**](mailto:Rodalyn.363130@2freemail.com)

**CAREER OBJECTIVE:**

To obtain a position of responsibilities that utilizes my skills and experiences and keen to work in an environment where I can enrich my knowledge.

**STRENGTH CORE COMPETENCIES:**

* strong administrative and organizational skills
* good communication and interpersonal skills
* proficient with MS office programs(word, excel, power point)
* goal- oriented, people-oriented, detail-oriented
* can maintain excellent professional relationships with employers, co-workers, and clients
* can work effectively both as a team member and independently
* can easily adapt in new work environment and can work with very less supervision
* experienced in problem-solving and able to handle difficult situations with tact and sensitivity
* enthusiastic and committed

**EDUCATIONAL BACKGROUND:**

TERTIARY : Cagayan State University

(Bachelor of Science in Elementary Education-undergraduate)

Tuguegarao City

SECONDARY : INATS Bagumbayan ANNEX

Tuao Cagayan Valley

(2006-2010)

ELEMENTAY : Lallayug Elementary School

Tuao Cagayan Valley

(2000-2006)

**PERSONAL DETAILS:**

Nationality : Filipino

Date of birth : January 2, 1994

Marital status : Single

Language : English, Tagalog

Course : Bachelor of Science in Elementary Education

TESDA : Housekeeping nc2

**WORK EXPERIENCES:**

CASHIER/CUSTOMER SERVICE - Aqsa Al Madeena Supermarket

Dubai, United Arab Emirates APRIL 2015–APRIL 2017

* Handle cash transactions with customers using cash registers
* Scan goods and collect payments
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Makes sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Greet customers when entering and leaving establishments
* Maintain clean and tidy checkout areas
* Keep reports of transactions
* Pleasantly deal with customers to ensure customer satisfaction
* Maintain the cleanliness of working area
* Answer customers questions and provide information on procedure and policies
* Calculate total payments received during a time period and reconcile with total sales
* Process merchandise return and exchange

**SALES ASSOCIATE - LEVI'S CLOTHING**

SANTIAGO CITY ISABELA PHILIPPINES - MARCH 2013 TO MARCH 2015

* Greet customers and assist them in finding merchandise.
* Create appealing visual display to be sold.
* Upsell products to meet sales targets utilizing referral base and strong customer relation.
* Arrange products or merchandise to their respective areas.
* Communicate current product features and benefits to customers.
* Replenish stock and clean work area.
* Provide administrative assistance to marketing department.

**SALES LADY-CLOTH BOUTIQUE**

TUAO CAGAYAN VALLEY PHILIPPINES - APRIL 2012 TO FEBRUARY 2013

* Determine price schedules and discount rates.
* Plan and direct staffing, training and performance evaluation to develop, control sales and service program.
* Monitor customer preferences to determine focus of sales efforts.
* Resolves customer complaints regarding sales and services.

**RODALYN** *Applicant*