Faidah

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# OBJECTIVE :

Energetic and hardworking want to secure a position in a company where my creativity, knowledge and capabilities can be utilize as well as for my personal Career growth.

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| **PERSONAL INFORMATION:** |

### Gender: Female

### D.O.B: 06 November 1986

### Nationality: Filipino

### Marital Status: Married

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| **Education Qualification** |

Tertiary:Urdaneta City University 2004-2006

**Associate in Healthcare Education**

Secondary: Palina East national High school 2002-2003

Elementary: Vicente Taaca Memorial School 1998-1999

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| **Employment Experience** |

⦁ Cashier/Sales

⦁ Admin/accountant (reliever)

Luxeco General Trading LLC as Cashier from April 2015 up to April 2017

**Responsibilities:**

⦁ Greet customers as they arrive in the store and provide them with information regarding products or services

⦁ Direct or escort costumers to the right aisle or sales representative.

⦁ Welcome costumers as they arrive at the cash counter with their purchases

⦁ Scan and verify prices of products

⦁ Ring each item in the POS and ensure that the costumers are aware of the pricing

⦁Provide customers with information on totals and ask if they will pay through cash or card

⦁Process credit card and cash payments and provide customers with receipts and change

⦁ Sort and count currency and coins

⦁Bag, box or wrap merchandise in accordance to costumer’s instructions

⦁Thank costumer for shopping and asking costumer in polite manner to come and shop again

⦁Handle exchange and returns, checking the items to be exchange or return and provide costumers alternative products/item

⦁Respond to customers’ complaints and take necessary actions resolve their issues, if not call the manager

⦁Generates cash and transaction reports

⦁Open and close tills

⦁Counting money at the beginning and ending of each shift

⦁Keep the cash counter area tidy and clean

**Extra Responsibilities:**

⦁ Perform duties of customer service representative when needed

⦁Answer incoming calls in polite manner and provide information for queries

⦁Perform office work when needed

⦁Creating barcode for new items

⦁Encoding new delivery item or new products/items in company database

⦁Generating and performing inventory

**Sales Assistant**

CB mall Urbanite Feb 2012 to Nov 2012

Magic mall Urdaneta Philippines from June 2009 to Nov 2011

**Responsibilities:**

⦁ Provide customers with product samples and catalogs

⦁Helping customers to find the goods they want

⦁ Recommend products to customers, based on customers' needs and interests

⦁Promoting special offers or store cards

⦁ Answer customers' questions about products, prices, availability, product uses, and credit terms

⦁ Check stock levels

•Handling complaints or passing them on to a manager

⦁**Pharmacy Assistant**

Janmark Drug store Feb 2007 - Aug 2007

Botica Jan (Pharmacy) Oct 2007 - April 2009

**Responsibilities:**

⦁Answering phone calls and doing clerical work

⦁ Ensure to package product after it is checked by pharmacist

⦁ Answer the patients’ questions about their medication

⦁ Rotate stock, move older medication to front shelf used prior to expiration date

⦁ Support pharmacists to prepare and dispense prescriptions

⦁ Keep pharmacy always well arranged and clean.

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| **Languages:** |

**English**: Fluent in speaking writing and listening

**Arabic:** Fluent in speaking & listening.

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| **SOFTWARE & I.T** |

* MS office
* Internet surfing

**REFERENCE:**

**Will be provided on request**