**Sharmaine**

****[**Sharmaine.365856@2freemail.com**](mailto:Sharmaine.365856@2freemail.com)

**CAREER OBJECTIVES:**

To seek an employment with a company where I can use and enhance my skills and knowledge , To work hard with full dedication for the achievement of organization objective under satisfying job contact, and ready to learn new things.

**SKILLS AND KNOWLEDGE**

* Written and verbal Communication
* Ability to work under pressure
* Having a friendly and engaging personality
* able to work on my own initiative and as part of a team
* Honest, hardworking, good time managementand self-motivation
* Good negotiation and interpersonal skills
* Computer and Internet Skills

**EDUCATIONAL BACKGROUND**

**SECONDARY: Doña Carmen Denia National High School**

Toril Davao CityPhilippines

**SY (2009-2010)** GRADUATED

**COLLEGE:** **ST. JOHN PAUL II COLLEGE OF DAVAO**

Toril Davao City Philippines

**BSHRM** (UNDERGRADUATE)

**WORK EXPERIENCE:**

**PENGGAYS RESTOBAR**

**CASHIER/WAITRESS**

**JANUARY 2015 – MARCH 2017**

**Duties and Responsibilities**

* To greet the customers entering into organization
* Handling all the cash transaction of an organization
* Checking daily cash counts
* Providing training and assistance to the new joined cashier
* Maintaining daily reports of transaction
* Present menu to the customers
* Offer welcome drinks and beverages to the customers
* Take orders and provide information about the menu
* Communicate with customers to resolve complaints or ensure satisfactio
* Keep a constant eye on the table to gauge needs and fulfill them immediately
* To present bill to diners, collect payment and give to the cashier, return change to diners
* Carry dishes and flatware to the kitchen
* Collect menus at the end of the shift

**HANNAH AND REEVER SILVERSHOPPE**

**SALES LADY**

**APRIL 2014-DECEMBER 2014**

**Duties and responsibilities**

* Sell retail products, goods and services to customers**.**
* Giving advice and guidance on product selection of customers
* Keeping the store tidy and clean, this includes hovering and mopping
* Making an inventory with our stocks
* Being responsible for processing cash payments
* Responsible dealing with customer complaints

**TORIL MINI DIVISORIA (TOYS AND CLOTHINGS STORE)**

**SALES LADY**

**JAN 2013 - FEBRUARY 2014**

**Duties and Responsibilities**

* Work with the customers with the most cheerful and pleasant disposition
* Making demonstration on how to play the toys in front of the store so that we can catch the attention of thechildren/customers who is passing by
* Giving suggestions to the customers to make their choice easier
* Grant the request of the customers on getting new stock and other design of the products requested by the customers
* Suggest additional products in a bid to meet the company’s and self-sales target

**I** hereby satisfied that the above information is true and correct according to the best of my knowledge and my experience. If you selected me I assure you that I would perform the best of my abilities.