

**REYNALYN**

**REYNALYN.365887@2freemail.com**

**CARREER OBJECTIVE:**

 To provide good service in the nature of work applying for and to obtain more skills and knowledge. To enhance and share my abilities and compatibilities as an individual.

**WORK EXPERIENCE:**

* Sales/Cashier

**Summary of Skills:**

* Patient, honest, friendly and willing to be trained.
* Can easily adapt to new working environment, staff and other part of the team.
* With strong verbal communications, good interpersonal skills, reading comprehension and writing skills, active listening and learning.
* Ability to work under pressure and always maintain courteous attitude towards others.
* With basic and advance knowledge of the use of Microsoft Word, Excel and PowerPoint and other computer programs.
* Established good working relationship with customers.

March 15, 2015 to May 24, 2017

BabyLand Trading Co. L.L.C

Sharjah, United Arab Emirates

***Responsibilities:***

 ***Sales***

* Welcome and assists costumer for what they need.
* Ensure the quality and quantity of products.
* Keeps the area neat and stocked with necessary supplies.
* Barcoding the items and displaying in a good way
* Knows all the promo’s of the store and inform the customer
* Do the inventory sales.
* Changing the display/Receiving new items.

***Cashier***

* Receive payment by cash, check, credit cards and debits
* Issue receipts, refunds, credit note or change due to customer.
* Count money in cash drawers at the beginning of shifts to

Ensure that the amounts are correct and there is adequate

change.

* Guiding and solving complaints of the customer.
* Balance money in cash register with sales data.
* Cashier Clerk

 Savemore Market Laoag

 Laoag City, Ilocos Norte Phillipines

 2013-2014

***Responsibilities:***

* Enter items into cash register (POS machine) to calculate the purchase price.
* Accepts cash, checks, and bankcards for mode of payment; completes checks and bankcards transaction according to established procedure.
* Counts money, give change and issues receipts for funds received.
* Maintains sufficients amounts of change in cash drawer.
* Cashier and Data Encoder and Checker

Goodyear Servitek (Astronic Auto Supply)

Laoag City, Ilocos Norte Phillippines

2014-2015

***Responsibilities:***

 ***Cashier***

* Get and check the money at the accounting office and count before going to the cashier’s area.
* Use the manual cashiering.
* Accepts bankcards, checks, and cash for mode of payment.
* Answer calls for orders and other information.
* Calculating and Making Sales report and remitting the money at the accounting office.

***Data Encoder***

* Operate the computer and log-in using own account.
* Encodes data to the computer for the inventory sales.
* Checked all the data encode to the computer and summary of sales if they are the same.

***Checker***

* Counting the items that a salesman gave before giving it to the customer.
* Write and calculate the total price of items for receipts.
* Informing the customer for promos.
* Office Assistant

On the Job Training (2012-2013)

Municipality of Laoag City, Ilocos Norte Philippines

***Responsibilities:***

* Forward information by receiving and distributing communications, collecting, summarizing, copying and encoding the informations needed.
* Organizing and maintaining paper and electronic files, or providing information to the callers.

**EDUCATIONAL BACKGROUND:**

 STI LAOAG (System Technology Institute) S.Y 2011-2013

 2yrs- Diploma in Information and Technology

 Laoag City, Ilocos Norte Phillipines

 Caestebanan Natinonal HighSchool S.Y 2006-2010

 Banna Ilocos Norte Phillipines

**PERSONAL BACKGROUND:**

 Date of birth: October 3, 1994

 Nationality: Filipino

 Age: 23

 Civil Status: Married

 Visa Status: Employment Visa