**GYPSY GAY**

Gypsy.369564@2freemail.com

**OBJECTIVES**

* Seeking a responsible and challenging position in a growth oriented progressive company where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

**WORK** **EXPERIENCE**

* Cashier at Jollibee Gaisano Capital

Roxas ave. Kalibo, Aklan, Phillipines

April 2016- October 2016

**RESPONSIBILITIES**

* Following the 7 key steps procedure in customer service.
* Ensure that the counter area is kept clean and organized at all times.
* Restock workstation with supplies and ensure that any item not in stock is communicated to the manager.
* Tally cash at the end of each shift and handle discrepancies according to company policies.
* Ensure that sufficient change has been procured from the bank prior to shift.
* Create and maintain cash reports at the end of each day.
* Ensured that all collected cash is deposited at the end of each shift

**EDUCATIONAL BACKGROUND**

 TERTIARY:

Bachaelor of Science in Accountancy (2012-2016)

 Garcia College of Technology

 Osmeña Aveñue Capitol Site, Kalibo, Aklan

 SECONDARY:

 Northwestern Visayan Colleges

 Capitol Site, Kalibo, Aklan

 (2008-2012)

 PRIMARY:

 Sebaste Central School

 Poblacion Sebaste, Antique

 (2002-2008)

**PERSONAL DATA**

Date of Birth : September 20, 1995

Sex: Female

Civil Status: Single

Height: 5’5

Age: 21

Nationality: Filipino

Religion: Roman Catholic

**SKILLS:**

* Computer Literate, proficient in MS Office (MS Word, Excel & PowerPoint) & Proficient in internet & e-mail.
* Flexible person who prospers in a fast-paced work environment being a crew of Jollibee Gaisano Kalibo, Aklan, Phillipines
* Good in oral and written communication skills.
* Highly experienced in counting cash counter money at the beginning and end of each shift, in accordance to established protocols.

**PERSONAL STRENGTH:**

* I am trustworthy, Highly motivated and energetic with strong professional goals.
* I give harmonious relationship among others.
* I am enthusiastic. I am eager to learn new tasks and be trained on the job.
* Ability to work under pressure and remain composed even during those rush hours.
* Experienced in customer service.
* Ability to engage in effective communication with different clients
* Handle complaints, respond effectively to inquiries, and greet customers.

**SEMINARS AND TRAINING ATTENDED**

* On-the-Job Training, Province of Aklan, Treasurer Department- Cash Division
* Accountancy Seminar and Educational Tour, Manila & Baguio(June 1-7, 2015 ) Garcia College of Technology

I, Gypsy Gay, hereby certify that the above information is correct and truthfully describe my qualifications.