**Jinky**

**Dubai, United Arab Emirates**

**C/o-Contact: +971 55891826**

**Email:** [**jinky.378198@2freemail.com**](mailto:jinky.378198@2freemail.com)



**CAREER OBJECTIVE**

*To be part of an organization where I can utilize my knowledge, talents and skills towards the fulfilment of organization’s goals and objectives while continuously enhancing my personal capabilities and values.*

**SKILLS & COMPETENCIES**

* *Capable of handling pressures and deadlines completely*
* *Possess good communication skill and basic computer knowledge*
* *Ability to work independently and within a team*
* *Good interpersonal relationship with superiors, colleagues, and subordinates*
* *Responsible, sincere, reliable, and trustworthy*
* *Task and result oriented person*

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| **WORK EXPERIENCES** | | |  |
|  | **Sales / Cashier** | | **Supermarche LLC** |
|  |  |  | U-Bora Tower, Business Bay |
|  |  |  | Dubai, UAE |
|  |  |  | 2016 - 2018 |
|  | Job Responsibilities | |  |

* Welcome customers with a smile as they enter into premises
* Ensure all products are well stocked
* Responds to customer’s requests and concerns
* Handle cashier duties by taking cash or credit card payments in exchange of products sold
* Reserve products for online orders
* Arrange products on shelves in a tidy manner
* Responsible in handling inventory of products
* In-charged in making a list of stock shortages within a timely manner
* Make sure that work area and aisles are clean as well as shelves are dusted properly

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| Cashier | | Edel Minimart |
|  |  | Alseba Street, Dubai Marina |
|  |  | Dubai, UAE |
|  |  | 2014 - 2015 |
| Job Responsibilities | |  |

* Deliver excellent customer service at all times. Always greet the customers entering the store.
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Assist in keeping the reception area clean and tidy at all times.
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
* Maintain general filing system and file all correspondence

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| **Counter Checker** | | **Citimart Group of Companies** |
|  |  | Batangas City, PHIL. |
|  |  | 2013 - 2014 |
| Job Responsibilities: | |  |

* Ensure proper positioning of cashiers before operation starts.
* Checking funds (coins and bills).
* Checking availability of info sheets and journal tapes
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail.

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| Sales Representative | **Megafresh International INC.** |
|  | **Philippines** |
|  | 2006 – 2012 |
| Job Responsibilities: |  |

* Ensure the achievements of sales quota.
* Responsible for timely and proper display and replenishment of merchandize.
* Receive and check accuracy of all products deliveries and reports discrepancies immediately.
* Conduct inventory as scheduled.
* Identify and segregate items for pull-out damage, dirty and slow moving.
* Maintain orderliness and cleanliness at the selling and stock room area.

**EDUCATIONAL BACKGROUND**

**Tertiary**: **Bachelor of Arts in Psychology**

**University of Batangas**

Batangas City, PHILIPPINES

**2010 - 2011**

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| **PERSONAL PROFILE** |  |  |
| Date of Birth | : | 03.December.1981 |
| Place of Birth | : | Batangas City, Philippines |
| Nationality | : | Filipino |
| Gender | : | Female |
| Status | : | Single |
| Height | : | 5’2” |
| Weight | : | 46 kgs. |
| Visa | : | Employment Visa (with visa cancellation) |