## Scan074JOSIE

Email: josie.382443@2freemail.com

***Objective:***

Looking for a job opportunity in capacity of any vocation that fits my qualification and experience and to be a part of the team that works dynamically towards the growth of the organization.

***Work Experience:***

### Position: Data Entry Clerk

**Company:** Technochem Services FZ LLC

 Dubai, UAE

**Period of Employment:** March 2014 to present

**Duties & responsibilities:**

* Prepares sales invoice and delivery note for customers.
* Encoding purchases, products and supplies.
* Updating existing database and inventory.
* Answering screening and forwarding incoming phone calls

**Position:** Sales Assistant cum Cashier

**Company:** Desert Rose LLC

 Dubai, U.A.E

**Period of Employment:** July 1, 2008 to February 2014

**Duties & responsibilities:**

* Assists customers in locating merchandise and answering a variety of questions concerning general merchandise; demonstrates use of merchandise upon request
* Counts and balances cash register and receipts.
* Checks inventory periodically to obtain reorder information to replenish stock

 **Position:** Cashier

**Company:** Miss Sixty (Desert Rose LLC - Branch)

 Dubai, U.A.E

**Period of Employment:** May 2006 to June 2008

**Duties & responsibilities:**

* Receiving payments by cash, check, credit cards, vouchers, or automatic debits
* Enters purchases into cash register to calculate total purchase price.
* Stocks shelves, counters or tables with merchandise; keeps merchandise orderly and neat in appearance.
* Checks inventory periodically to obtain reorder information to replenish stock

### Position: Data Entry Operator

**Company:** Shaffer Food Corporation

 Friomixx Commissary

 Quezon City, Philippines

**Period of Employment:** January 2003 to November 2005

**Duties & responsibilities:**

* Responsible for editing, processing (data entry) and distribution of raw source documents
* Encoding purchases, products and supplies.
* Maintaining files and inventories.
* Prepares reports, counter receipt and delivery receipt for the branches.
* Receiving and taking calls, faxes, e-mails and letters from suppliers and customer branches.

***skills & knowledge:***

* Proficient with Microsoft Office (Word, Excel, Outlook)
* Experienced using Visual Dolphin (Accounts)
* Knowledge in Adobe Photoshop
* Fluent English and Tagalog

***Education:***

College : Bachelor of Science in Computer Engineering

AMA Computer University

Project 8, Quezon City, Philippines

1997 – 2002

***Personal Information:***

Birth Date : November 18, 1980

Nationality : Filipino

Marital Status : Single

Language Spoken : Tagalog and English