**JESSA**

Al Quoz 1, Dubai, UAE

Email Address:**jessa-396211@2freemail.com**

“A motivated, career-oriented and efficient individual with excellent customer relation management and strong customer focus with a keen of understanding and work-dedicated.”

**WORK EXPERIENCE**

**SYSTEM CASHIER cum SALES ASSOCIATE**

April 2017 -December 2019

* Build and maintain customer experience standard in order to build strong loyalty.
* Acknowledge the customer to provide their product needs and wants.
* Giving the correct product information and benefits.
* Providing customer a personalized, friendly and efficient cashiering service.
* Taking payment from guest via cash and credit cards.
* Responsible for the accurate and timely allocation of cash.
* Banking a large amount of cash daily.
* Helping to resolve customer complaints.
* Answering telephone calls from the clients.

**COUNTER CASHIER**

**JOLLIBEE PHILIPPINES**

February 2017—July 2017

* Take orders from customers and present them as requested
* Process bills for the customer and also issue the receipts
* Help with outdoor delivery by customers and serve them in the most efficient manner
* Set the table in an orderly manner before customers show up
* Get tables cleaned once customers are through with their dining
* Provide helpful answers to queries or questions proferred by customers
* Furnish customers with helpful information regarding service time and special deal offers

**ENCODER**

**OJT — INTERNSHIP**

**SSS CEBU MAIN Philippines**

November 2018—February 2019

* Managing hard copies.
* Receiving and filing documents.
* Scanning documents.
* Encoding SSS reference number
* Stamp on approved documents

**SKILLS AND QUALIFICATION**

* Knowledgeable in Accounting and Microsoft Word,Excel, PowerPoint.
* Excellent communication skills
* Excellent Customer Service
* Time Management
* Self-Motivation
* Ability to work with less supervision and under pressure
* Adaptability

**EDUCATION**

 **● Bachelor of Science in Business Administration**

 **Major in Financial Management Graduate**

 **Asian College of Technology**

Cebu Main Campus Philippines

2015-2019

**PERSONAL BACKGROUND**

* Age : 21 years old
* Birthday : December 24, 1998
* Civil Status : Single
* Height : 5’3
* Visa Status : Visit Visa
* Nationality : Filipino