**MARY**

Mary.143680@2freemail.com

**WORK EXPERIENCES:**

**Cashier**

KFC, Kuwait Food Company (Americana)

Dubai, UAE

(July 21, 2014-July 21, 2018)

* Good customer service.
* Knowledgeable in every products and make suggestive selling.
* Properly of doing transaction in every purchased of the customers.
* To keep safe of money and sales.

**Store Clerk**

Rustan’s Department Store

Makati City, Philippines

(October 4, 2013-January 15, 2014)

* Gift wrapping, receiving, and claiming items.
* Assists inventory of remaining items in stockroom.
* Telephone operator reliever in inventory of the store.

**Clerk**

Sta.Lucia Realty Development Inc.

Ortigas City, Philippines

(May 29, 2012-October 29, 2012)

* To assists the buyer of their follow ups and concerns about the documents.
* Filing the control ledger and monitor the releasing documents.
* Encode information titles and others.

**Data Encoder**

Cherry Foodarama

Mandaluyong City, Philippines

(January 29, 2010-May 10, 2012)

* Encode change price and new product.
* Double checked barcodes of the product used the scanner.
* Printing barcode stickers and sale cards.

**Cashier**

Landmark Department Store

Trinoma Quezon City, Philippines

(November 6, 2009-December 29, 2009)

* Good customer service.
* Properly of doing transaction in every purchased of the customers.
* To keep safe of money and funds.

**Cashier**

SM Supervalue Inc.

Fairview Quezon City, Philippines

(April 21, 2009-September 15, 2009)

* Good customer service.
* Properly of doing transaction in every purchased of the customers.
* To keep safe of money and documents like banks copy in credit and debit cards.

**Accounting Clerk**

Legacy Consolidated Plans Inc.

Makati City, Philippines

(March 14, 2007-December 2008)

* Processing check preparation in the investment of the investors.
* Assists the investors in releasing and receiving checks.
* Answer telephone calls and investors to give the status of the checks.

**SKILLS:**

* Computer literate especially basic applications such: as Microsoft Word, PowerPoint and

Microsoft Excel.

* Good Communication skills
* Typing Speed 30wpm.
* Multi-tasking.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Business Administration Major in Management**

National College of Business & Arts, Fairview Q.C. Philippines

(June 2002-March 2006)

**TRAINING/SEMINAR:**

**Call Center Training**

Oredian Training Solution

Greenhills, San Juan Philippines

(December 18, 2012-January 17, 2013)

**On-the-Job Training**

Committee on Labor & Employment

Committee Affairs Department

House of Representatives, Q.C. Philippines

(June 21-October 2006)