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**JOCELYN**

**JOCELYN.344673@2freemail.com**

 **Al Quoz Dubai, UAE**

**Objective:To apply to any position that is suitable to my knowledge and skills can be develop by a progressive and a high growth company with extensive advancement opportunities.**

**Capabilities and Competencies**:

* Can concentrate on the work with sincerity and dedication.
* Creative individual with assurance to take on task& can deliver efficient results.
* Aggressive achiever able to work with initiative.
* Self motivated, hardworking, goal oriented, social and flexible.
* Communication skills oral and written.
* Ability to work well under pressure
* Quick learner, keen to learn and improve skills

**Working Experience:**

**Office Assistant/Secretary**

December 2015 to February 2017

Al Taawon Consulting Engineers Office

Al Rigga, Dubai UAE.

**Job Description and Responsibilities:**

* Maintains office operations by receiving and distributing communications.
* Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, filing, and faxing.
* **Reporting** to administrative or office manager
* Maintains as accurate and efficient filing system for administrative files, clinical files, personnel files, and general non-clinical forms. Ensures the security and confidentiality of file contents.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.

**Additional Qualifications:**

* Proficient in Microsoft Office
* Customer Service Oriented

**Cashier/ Sales Executive**

April 2014 – October 2014

SM Mart Inc.

Makati Ayala Center Philippines

**Job Description and Responsibilities:**

* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Scans items, requests price checks, honors appropriate coupons, collects payment and gives change as appropriate.
* Issue receipts, credits, or change due to customers.
* Assist customers by providing information and resolving their complaints.
* Responsible for counting contents of cash register drawer at the end of each shift. May bag items or perform other duties as needed.
* Process credit or debit card transactions and validate checks.
* Calculate total payments received during a time period, and reconcile this with total sales.
* Answer customers' questions, and provide information on procedures or policies.
* Greet customers entering establishments.
* Sell or promote products to the customer.

**Personal Details:**

Date of Birth : 29TH September 1993

Place of Birth : Isabela, Philippines

Civil Status : Single

Nationality : Filipino

Religion : Roman Catholic

Languages known : English &Tagalog

Educational Qualification : Bachelor of Science inInformation Technology

Visa Status : End Contract