## PHOTO.jpg

## PRINCESS

Email : [**princess.380216@2freemail.com**](mailto:princess.380216@2freemail.com)

**Career objective**

To start a challenging and dynamic career in the data entry, sales associate ,cashier which will utilize my knowledge ,skills and experience with in a progressive and reputed organization in order to achieve desired results and professional growth.

**Profile**

Nationality : Filipino

Date of Birth : 23 February 1992

Place of birth : Bauan , Batangas

Religion : Roman Catholic

Marital Status : Single

Languages spoken : Filipino and English

### Career History

**MAJELAN AL MADINA HYPERMARKET & SUPERMARKET LLC**

INTERNATIONAL CITY, DUBAI – HEAD OFFICE

FROM AUG 2016 UP TO PRESENT

**DATA ENTRY**

* Maintaining accurate data records and preparing clear and accurate reports for informational, auditing and operational use
* Preparing Local Purchase Order, Goods Receive Note, Goods Return Voucher, Goods Transfer
* Recording Invoice Details, Work Status.
* Supplier Dealing
* Reviewing and verifying accuracy of data
* Verification of day to day transactions
* Conducting monthly, quarterly, half yearly and yearly closing of Inventory.
* Answering phone calls
* Processing sales invoices
* Working to deadlines
* Preparing reports, letters and labels for mail-outs
* Operating office equipment including computers, printers and photocopiers
* Proficient typing skills
* The ability to work under pressure and to tight deadlines
* A good understanding of data confidentiality issues

**MAJELAN AL MADINA HYPERMARKET & SUPERMARKET LLC**

INTERNATIONAL CITY, DUBAI - BRANCH

FROM MAY 2014 – AUG 2016

**CASHIER**

* Count money in cash drawers at the beginning of shifts to ensure that amount are correct and that there is adequate change.
* Greet customers entering the establishments.
* Maintain clean and orderly checkout area.
* Establish or identify prices of goods, services or admission and tabulate bills using calculator, cash registers and optical price scanner.
* Answer customer’s questions and provide information on procedures.
* Cash checks for customers.
* Keep periodic balance sheets of amounts.
* Bag, box and gift wrap merchandise.
* Process merchandise returns and exchanges.
* Pay company bills by cash.
* Stock shelves and mark prices on shelves and items.
* Offer customers carry out service at the completion of transactions.
* Calculate total payments received during a time period and reconcile this with total sales.
* Compute and record total of transactions.
* Sort and count the currency and coins.

**WATSONS PERSONAL CARE**

Watsons SM, City Lipa Mall - Philippines

January 2014 – April 2014

**Sales Associate**

* Greeting and serving customers as they enter the store.
* Advising and assisting customers.
* Handling complaints or forwarding serious issues to the manager on duty.
* Conducting customer transactions.
* Replenishing the supply of stock on the shelves.
* Maintained knowledge of current sales and promotions
* Contributed to team success by exceeding sales goals

|  |
| --- |
| Skills |

* The ability to thrive in a high-pressure environment.
* The capacity to work alone or as part of a team.
* A willingness to follow orders.
* MULTI-TASKING
* Outstanding written and oral communication skills.
* MS OFFICE

**Education Attainment**

* + **ASSOCIATE IN COMPUTER TECHNOLOGY**

University of Batangas - Philippines

2013

**Passport Details**

* + Date of issue : 11 FEB 14
  + Date of expiry : 10 FEB 19
  + Visa Status : Employed

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

PRINCESS

**Applicant**