



# JENNIFER P. JACINTO

*Receptionist / HR Assistant / Customer Service Representative/ Cashier*

## Objective

To join a dynamic & progressive organization offering opportunities for diversified exposure, and enhancement of professional skills and career growth, where I can maximize my customer service experience in a challenging environment, in order to achieve further corporate goals.

## Summary

Profile: Female, 40  
Nationality: Philippines  
Current Location: Abu Dhabi UAE  
Preferred Location: UAE  
Salary Expectation: Negotiable



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TOURIST CLUB AREA ABU DHABI



## Work Experiences

### FRONT OFFICE COORDINATOR / ACCOUNT

*ASSISTANTEmirates Madina Group (EMG)*

MARCH 2015 - UP TO PRESENT

EMG have strong presence in retail business in UAE and Oman with Hypermarkets, Supermarkets and Department Stores with 25+ outlets over the past 10 successful years of journey.

#### Responsibilities

- Manage reception area, including greeting visitor and responding to telephone and in-person request for information.
- Copy and encode new cheques, ready for release from account department.
- Separate cheques that are "ON HOLD" and need clearance confirmation from marketing or accounts department.
- Separating and filling cheques according to branches.
- Organize and file invoices.
- Release cheques to the suppliers and make sure all the details are correct.
- Manage all the applications on company's website, print out all qualified applicants and call for schedule interview.
- Before the end of the day, make report of all the cheques that has been issue on that day.

### HR ASSISTANT/ RECEPTIONIST

*ALR Manpower and General Services, Inc. | Philippines*

2011 - 2015

ALR Manpower and General Services, Inc., A duly licensed employment agency established in February 2005.

#### Responsibilities

- Maintain the front desk and reception area neat and organized.
- Received and distributed faxes and mail in a time manner.
- Support human resources processes by administering tests, scheduling appointments, conducting orientation, maintain records and information's
- Maintain employee information by entering and updating employment and status change data.
- Provides secretarial support by entering, formatting, and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies.
- Provides payroll information by collection time and attendance records.

## Professional Skills

- ✓ Quick Learner
- ✓ Highly motivated with excellent communication skills.
- ✓ Flexible
- ✓ Detail - Oriented
- ✓ Loyal and Discreet
- ✓ Ability to work under pressure
- ✓ Pro-active and self-motivated
- ✓ Highly Organized

## Technical Skills

MICROSOFT WORD	●	●	●	●	●
EXCEL	●	●	●	●	
POWER POINT	●	●	●		
PHOTOSHOP	●	●	●	●	

## Communication

FILIPINO	Native
ENGLISH	Fluent
ARABIC	Learning

## CASHIER / SERVICE CREW

KFC (Kentucky Fried Chicken Corp.) | Philippines  
2009 – 2011

### Responsibilities

- Greet and welcome the costumer
- Take order and process customers order
- Process bills for the customer and also issue them receipts
- Pack foods ordered by customers and serve them in the most efficient manner
- Help cleans dishes and helps to drop off condiments, beverages, and foods.
- Provide helpful answers to queries or questions proffered by customers

## CASHIER / SERVICE CREW

Jollibee Foods Corp. | Philippines  
2007 – 2009

### Responsibilities

- Greet and welcome the costumer
- Process the order, generate bills and answer guest queries about deal offers and service time.
- Clean up the tables after the guest leaves and set them for the next customer.
- Pack and serve warm food efficiently, in accordance with the order
- Cash handling



## Education

### BS COMPUTER SCIENCE

Jose Rizal University | Mandaluyong, Philippines  
Undergraduate

### HIGH SCHOOL

St. Ignatius of Loyola School | Taguig, Philippines  
Graduate