

**Chenny P. De Guzman**

Tourist Club, Venecia Laundry Building Room 1303 ABUDHABI

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**OBJECTIVE**
 To be able to work as Store Cashier / Sales in a company and share my knowledge and expertise in cashier management. My wide knowledge in using cash register plus my extensive background in supervising store will be very helpful in performing my tasks efficiently.

**Certificates from above mentioned employment History upon request.**

***WORK EXPERIENCE***

**Sales cashier, Jewellery Sales lady, Stationary Sales lady**

**2010 – 2016**

LULU Hypermarket

Sharjah UAE

**Cashier February 2010 – July 2010**Robinson Supermarket Corporation

Philippines

**Cashier August 2009– January 2010**Chowking Restaurant

Philippines

**Cashier February 2009– July 2009**Trigar Food Restaurant

Philippines

**Cashier July 2008– January 2009**T.J Food Incorporated

Philippines

***Duties & Responsibilities – Sales Cashier***

* Received payments from customers.
* Provided assistance to store clerk by attending to customer requests.
* Prepared daily sales reports.
* Conducted physical inventory of store supplies on a regular basis.
* Conducted cash count before turn-over of cash register to next-in-line-shift.
* Introduced new products including promos to the customers.

***Duties & Responsibilities – Cashier***

* Greeted customers promptly and courteously.
* Counted the money given by the customer and ensured that the change is accurate, if there is any.
* Instructed the cashier assistant on proper arrangement of products in the plastic bag
* Facilitated the customers’ requests regarding changed or damaged items.
* Inspected the receipts presented by clients for exchange items and ensured that the item to be replaced do not exceed the amount on the receipt.

***Skills***

* Excellent communication skills
* Proficient in using Excel, Word
* Ability to multi-task

***Languages***

* English
* Tagalog
* Arabic (Basic Only)

***PERSONAL INFORMATION***

***Vocational Culinary Arts (2nd Honor)***
Western Visayas College of Science and Technology.

2007-2008

**Date of Birth:**  May 25, 1990
**Place of Birth:**  Philippines
**Gender:**  Female

**Visa Status:** Visit Visa

**Visa Validity:** 2020/03/21

**Passport Validity**: Till March 2029

***STRENGTHS***

Easy out-going

Hard Worker

Self confident

Can work under pressure

Good observer

Task Analysis

Persuasive

Flexible