

Jeaninna Zamora Carvajal

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WORK EXPERIENCES

Dominos Pizza, Abu Dhabi UAE

Cashier

August 2020-Present

- Greeted customers upon their entry into the store and helped them with
- Provides a positive customer experience with fair, friendly, and courteous service.
- Taking orders and upsell products
- Resolves customer issues and answers questions.
- Collects payments by accepting cash, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift..
- Maintains a safe and clean cashier area

Winterpine Group Distribution & Retail Accessories Ph.

Mitsubishi Motors Alpine

Counter Sales Personnel/Sales Admin

2018-2019

Duties

- Preparing weekly and monthly reports
- Meeting or exceeding sales goals
- Answering walk-in clients
- Offering/presenting products
- Process orders via email or phone
- Check data accuracy in orders and invoices
- Contact clients to obtain missing information or answer queries
- Liaise with the Logistics department to ensure timely deliveries
- Maintain and update sales and customer records
- Develop monthly sales reports
- Communicate important feedback from customers internally
- Ensure sales targets are met and report any deviations
- Stay up-to-date with new products and features

Cebuana Lhuillier Ph.

Remittance and Exchange Company 2015-2018

Branch Personnel

Duties

- Handles processing of money transfer service transaction in accordance to current money transfer service standards and policies
- Encode daily prenda, renewal from both ordinary and redeem transaction

- Inputting data into the system while following standard operating procedures and customer specific instructions for processing
- Processing all the transaction of the clients
- Attends to all client inquiries and concerns
- Balance currency coins and checks in cash drawers at the end of shifts
- Monitoring the movement of items in and out of the vault as well as ensuring the safety of all items
- Maintain professional confidentiality always

PERSONAL INFORMATION

- Birthday: January 09, 1991
- Language: English, Filipino

EDUCATIONAL BACKGROUND

- University of Perpetual Help System Philippines
- Bachelor of Science in Business Administration

PROFESSIONAL STRENGTHS:

- Ability to handle multiple tasks and can perform under work pressure.
- Flexible and have the ability to learn quickly.
- Highly initiative to manage a busy workload without close supervision.
- Excellent administrative, organizational and communication skills.
- In-depth knowledge of basic operating systems MS Word, Excel.
- Possess excellent listening and responding skills.
- Think and plan carefully before making any decisions.
- Ability to become a leader and a role model.