



CURRICULUM VITAE

MANGANDO JUDITH MERVEILLE CHARLIE

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Nationality : Cameroonian

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Visa status : Tourist Visa

Languages : ENGLISH, FRENCH.

SPANISH spoken (basic).

OBJECTIVES: To enhance my knowledge and capability by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent.

My hospitality expertise fun, attitudes and exception patron care skill make card date for cashier position in the fine dining Restaurant and eager to bring significant change to your company seller leads and also the best cashier and retailer.

POSITION: Cashier and Retail (Gourmetgulf Company, UAE DUBAI) July 2016 – Oct 2019

RESPONSIBILITIES

Check the sale of the day and present all the items that are supposed to be pushed the day

Clear complain of customers and proses of the daily deposit cash money to the bank

SUMMARY OF SKILLS

*Upselling and excellent reading of tables

*Energetic personality and positive attitude

*Good team work

*Ability to work under pressure with or without any supervision

*Adaptable in positives and new ideas

*Loyal employee and excellent work record

DESIGNATION: Cahier and Retail

.Greeting customers and assist them

.Help customers to choose the quality of pastries that can make them feel satisfy

- .Serving customers at the sales counter
- .Maximizing store revenue by suggesting upgrade
- .Daily checking of the remaining stock and high standard of display.
- .Punch order and set properly the table
- .Suggesting new products to the customers
- .Thanks customer and ask for the feedback

COURSES

Food Safety

Reading the tables

MBC COMPANY, DUBAI, U.A.E. September, 2013 till November. 2015.

Designation :(PERSONAL ASSISTANT)

- Answering telephone calls.
- Maintaining diaries.
- Arranging appointments.
- Taking messages, organizing meeting and preparing letters and reports filing
- Propose and organize workspace panning
- Work well under pressure and deadlines

CECEC BANK, CAMEROON June. 2010 till July.2012

Designation :(CUSTOMER SERVICE REPRESENTATIVE/ACCOUNTANT)

- Responsible for greeting all customers as they entered bank and delivering information as needed.
- Often worked with loan officers to arrange the daily schedule and get customers preliminary information.
- Responsible for taking all incoming phone calls and transferring them to the right person.
- Assisting in developing marketing materials to promote banking events
- Providing information and services such as taking procedures, request to customer complaints and process returns.
- Opening account for customers.
- Solving customer's complaints
- Cash management
- Provide updates on cash balances to management on a weekly basis

CITY SPORT STORE, CAMEROON. January.2007 till February. 2010

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- Expert knowledge of the selling process and effective techniques
- Excellent communicator and relationship builder skills
- Pro-active organized and an individual team player
- Working within established guidelines as to different brands we are selling.
- Responsible for security within the store and being on the lookout for shop-lifting.
- Receiving and storing the delivery of large amounts of stocks.

BABACAM IN CAMEROON. March 2006 to December. 2008

Designation :(Retail Salesperson)

- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.

- Describe merchandise and explain use, operation and care of merchandise to customers.
- Place special orders or calls others stores to find desired items.
- Compute sales prices, total purchases and receive and process cash or creditp payment

CERTIFICATIONS:

U.A.E. DRIVING LICENSE in process

License in ATHLETIC CLUB in Cameroon. April 2012.

Diploma of RED CROSS of CAMEROON July 2006

EDUCATI BACKGROUND

HIGHER NATIONAL DIPLOMA IN BANKING January 2009(ESG) Cameroon.

ADVANCED LEVEL IN SOCIAL AND ECONOMIC SCIENCES 2007.

ATTESTATION OF SUCCESS of PRIMARY SCHOOL (BEPC) 2010

SKILLS:

Microsoft Office suite – Microsoft word, Microsoft excel,

INTEREST AND ACTIVITIES

- Reading
- Sport,
- Travelling,
- Meeting other people and learn all about theirs cultures