

HONEY LYN J.ABREGANA

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C15 China Cluster International City Dubai



CAREER OBJECTIVE:

To work in a challenging surroundings demanding all my skills and efforts to explore and become accustomed myself in different fields and realized my potential and add to the development of organization with inspiring performance.

PERSONAL DATA:

Date of Birth : July 20, 1994
Place of Birth : Davao City,Philippines
Gender : Female
Age : 27 years old
Citizenship : Filipino

ACADEMIC BACKGROUND:

Tertiary:

Southeastern Mindanao Institute Of Technology

Computer Science National Certificate II 2012 - 2014

Secondary:

Catalunan Pequeno National High School 2007 - 2011

Primary:

Catalunan Pequeno Elementary School 2001 - 2006

SPECIAL SKILLS:

- Computer literate(Knowledgeable in Computer Software applicationMicrosoft Word,Excel,PowerPoint)
- Product knowledge
- Selling Skills

WORK EXPERIENCE:

OV LIGHTING FZCO(ROLA)

FAA03-08 Dragonmart 1 Dubai UAE

JULY 2017 - JUNE 2021

*ENCODER/SALES ASSISTANT/CASHIER

- Meet and greet Retail and Wholesale customer upon entering the shop.
- Operate the point of sale system and handle sales transactions.
- Answering customer queries and phone calls.
- Putting into code which customer needs via chinese system T1.
- Updating wholesale price list via Excel.
- Making purchase invoice and total sales/inventory.
- Receiving and checking items from warehouse.

MAZAREE GENERAL TRADING

Al Nahda Sharjah

DEC. 2016 - JUNE 2017

*ENCODER/CASHIER

- Putting into code and updating prices for all the products.
- Handling money very well and receiving deliveries from warehouse.

CHINA NBB FZCO

GB43 Dragon mart 1 Dubai UAE

MARCH 2016 – DEC-2016

*SALES ASSISTANT

SANGGUNIANG PANGLUNGSOD NG DABAW

CITY LIBRARY Davao City Philippines

* ENCODER(ON THE JOB TRAINING)

- Putting into code some updated information of a book via library system

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

HONEY LYN J.ABREGANA

Applicant