

Celita Alteza

Cashier/Sales - Lebanese Roaster

Abu Dhabi

celitaloualteza9_b3e@indeedemail.com

0562913567

PERSONAL INFORMATION

Dynamic and committed, seeking for a job position to utilize and enhance skills and abilities in Customer Relation Industry that offers Professional growth while being resourceful, innovative and flexible.

Work Experience

Cashier/Sales

Lebanese Roaster - Abu Dhabi

April 2016 to Present

- Cash Register Transactions
- Drawer Balancing
- Itemize the purchases of the store.
- Answers walk-in and over phone queries of clients.
- Maintains checkout operations by following policies and procedures; reporting needed changes.
- Maintains clean working environment by complying with procedures, rules and regulations.
- Inventory Management.

Customer Service

Telephone Qualifier- Michener System Inc. BPO & IT Company

February 2015 to February 2016

- Consistently maintained a positive attitude.
- Responsible for qualifying potential clients for the company.
- Handled outbound calls and made note of them.
- Active listening skills.

Team Member- Kenny Rogers Roaster

Alabang Muntinlupa Philippines

April 2014 to February 2015

Server/Cashier

Alabang Muntinlupa Philippines

June 2013 to December 2013

- Work in every position in the restaurant, based on need, sometimes switching schedules.
- Filled drinks and created desserts.
- Maintain knowledge of current menu items, garnishes, ingredients, and preparations method such as plating.
- Kept counter area neat and clean.
- Greet customers at door and show them seats based on guest preference and staff workload.

Server/Cashier- Sbarro Italian Restaurant (Alabang Muntinlupa Philippines)

June 2013- December 2013

Education

TGP Academy - Abu Dhabi

January 2017

Associate of Computer Secretarial in S.Y

DATAKOM Institute of Computer Technology

2011 to 2013