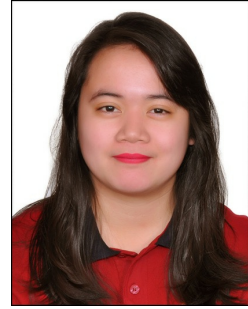


ALYSA GARCIA

AL MURAQQABAT DUBAI UNITED ARAB EMIRATES

+971 58 885 7351 | alysagarcia35@gmail.com



CAREER OBJECTIVE:

To have growth oriented position where in abilities, education, and potentials can be productively utilized for the achievement of both company and personal goals.

To boost and improve my self-confidence and personality, to gain more skills and acquire knowledge in diverse activities, to develop attitudes conducive to effective interpersonal relationships.

To gain more experience that will enable me to grow while contributing to the achievement of the company goals and objectives

JOB ESSENTIAL SKILLS

Customer-oriented personality and the ability to establish a rapport with customers.

Very time-efficient in order to fulfill the duties in a timely fashionable manner.

Having excellent verbal and written communication skills are mandatory for this job. Also, vital for this profession is to have a sense of morality and strong ethics

Enable to interact with even the most difficult customers and be exceptionally patient in handling any kind of situation.

Helped manage associates on the sales floor.

Checking, verifying and maintaining records of the products to ensure accuracy

Scanning and maintaining records of various items of each product

Counting coins, issuing cash refunds and entering sales record in the system

Keeping cash and coins for dealing with financial transactions with the customers

Billing products by entering product codes to ensure proper billing.

WORK EXPERIENCE:

WAITRESS, CASHIER, BARISTA, CASUAL

NOV 2021 - PRESENT

PARAMOUNT HOTEL

DUBAI, UAE

CASHIER

JULY 2020 - NOV 2021

NEW ERA SUPERMARKET

DUBAI, UAE

CASHIER
BACKET SUPERMARKET
SHARJAH, UAE

FEB 2016 – APRIL 2020

JOB DESCRIPTION AND RESPONSIBILITY

Responsible for computing bills by cash, debit and credit card and gift cards
Handle the task of receiving cash, updating cash register, issuing change due to customers and scanning coded items in the electronic scanner
Greeting customers and maintaining the workplace in a neat and orderly manner
Counting and maintaining proper cash records at the end of the working hours
Billing customer purchase items and issuing accurate bills to the customers
Answering phone calls.
Responsible for solving customer complaints and providing information regarding products
Calculate total payments received during a time period, and reconcile this with total sales
Preparing sales data and marking prices for the items as require.

SALES LADY AND CASHIER
SHOBRA GROUP
FUJAIRAH, UAE

JANUARY 2014 – JANUARY 2016

JOB DESCRIPTION AND RESPONSIBILITY

Give answers to customer's questions or concern related to the product.
To sell and demonstrate good knowledge of the product.
Communicate and assist the customer's in any way. Possible and ask the customer's require.
Deal with customer's complaints professionally and restraint.
Close as many deals and transactions as possible.
Report sales accurately

SALES CLERK
BAGTAG ID CARD INTERPRISES
PHILIPPINES

YEAR 2013

JOB DESCRIPTION AND RESPONSIBILITY

Greeting customers.
Good typing skills.
Showing and giving them an album of layout or design for their desire ID card and bag tag.
Typing customer's information for their ID card or bag tag.
Printing finish product.
Embroidering name of customer in a piece of cloth to put for their luggage or school bag.
Sending daily sales in the office before closing time.

EDUCATION:

Year 2009 - 2013 Business Administration
Major in Marketing Management
National College of Business and Arts, Philippines

PERSONAL DATA:

Date of Birth: October 2, 1992
Civil Status: Single
Citizenship: Filipino
Religion: Roman Catholic
Visa Status: Employment

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

ALYSA GARCIA
Applicant

