



JOY A. APARI

+971526285240
joyaysonapari@gmail.com
AL RIGGA, DUBAI, UNITED ARAB EMIRATES

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Sept. 09,
2016 -
May 30,
2023

- **MAIN CASHIER/SALES ASSISTANT cum BARISTA**

Belhasa Hospitality LLC.-Dubai,UAE

- Greeting and assisting customers with right tone of energy when giving the spiel with the good customer service
- Ensure that monetary transactions are documented effectively and ensuring accuracy in the POS system
- Prepare and serve hot/ cold beverages, such as, coffee, drinks, espresso, and teas
- Take customer's order and convey them to other staff for preparation.
- Monitor and check stocks level and display
- Attend customer feedback and inquiries
- Receive and process sales order via phone and email
- Cash handling, sales reports, discounts, and knowledgeable in opening and closing procedures thru POS system

2015 -
2016

- **CREDIT AND COLLECTION SPECIALIST/CASHIER**

Personal Collection Direct Selling Inc.- Philippines

- Ensures that cash and cheque being received are accurate according to the amount intended for payment.
- Ensures that payments being made are entered at the rightful account being paid for.
- Balances cash and cheque collection daily and keeps change fund intact at 100% all the time.
- Remits specific amount accumulated cash collections for vault safe-keeping.
- Email daily collection report every end of daily transactions with validated deposit slips.

2014 -
2015

- **PERSON IN CHARGE GROCERY DEPARTMENT**

Felcris Group of Companies- Philippines

- Training staffs and ensuring compliance with food safety laws
- Managing orders and vendors relationships
- Administrative record keeping, maintaining staff schedules, and tracking inventory
- Displaying and organizing products in the store for the customers to locate easily

2013 -
2014

- **GOVERNMENT OFFICE STAFF**
Department of Labor and Employment(DOLE)
 - Profiling of child/laborers in every Barangays of Municipality
 - Encoding of registrants in the Skill Registry System
 - Assisting public school personnel/staff
 - Assisting local government unit personnel and staff
 - Performs other functions not highly technical in nature

2012 -
2013

- **ACCOUNTING OFFICE STAFF**
Local Government Unit- Philippines
 - Prepares Accountant's advice on local check disbursements
 - Post to index cards the details of salaries and wages
 - Receives and endorse documents to the Accountant
 - Delivers all outgoing documents to the respective offices
 - Attends to the client's needs while waiting for their appointment with the Accountant

EDUCATION

2014

- **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT**
Bukidnon State University-Philippines

SKILLS

- Customers Relationship Management Sales management
- Accuracy and Customer Service Sales reporting, Invoicing and Documentation
- Sales techniques
- MS Office, Technical and Database

100%

LANGUAGES

- English Tagalog

PERSONAL DETAILS

- Date of Birth : February 28,1994
- Nationality : Filipino
- Visa Status : Visit Visa