

JENNALYN BIACULO CODINO

0568367382

jennacodino@gmail.com

Sharjah, U.A.E.

January 16, 1993

Filipino



PROFESSIONAL SUMMARY:

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well both in a team environment as well as using own initiative. I can work well under pressure and adhere to strict deadlines.

SKILLS:

- Teaching basic knowledge to kids.
- Taking care of children.
- Good customer service
- Can handle and resolve complaints properly.
- Microsoft office knowledge.
- Point Of Sale system knowledge.
- Well-experienced cashier.
- Ability to work under pressure.
- Fast learner
- Multi-tasking

WORK HISTORY:

November 2022 – November 2023

NESTO HYPERMARKET – Cashier, SHARJAH, UAE

- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Answered questions about store policies and concerns politely, supporting positive customer experiences.

February 2020 – May 2022

CUSTOMER FRONTLINE SOLUTIONS, INC. (SMART TELECOMMUNICATIONS) - Cashier, BACOR, CAVITE, PHILIPPINES

- Accepting bill payments from clients.
- Encoding the collections properly in MS Excel.
- Answering clients' inquiries regarding the services provided by the company.
- Preparing daily sales for depositing in the bank.
- Printing daily reports.
- Filing of daily reports.
- Depositing the daily collections in the bank.

August 2016 – August 2019

LULU HYPERMARKET – Cashier, AL AIN, UAE

- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Answered questions about store policies and concerns politely, supporting positive customer experiences.

September 2015 – February 2016

SANFORD MARKETING CORPORATION (SAVE MORE SUPERMARKET) - Cashier, BACOR, CAVITE, PHILIPPINES

- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Answered questions about store policies and concerns politely, supporting positive customer experiences.

August 2014 – August 2015

HOME DEVELOPMENT MUTUAL FUND (PAG-IBIG FUND) - Receptionist, ANTIPOLO, RIZAL, PHILIPPINES

- Guiding the clients on the proper location of the department they need to go to.
- Answering phone calls regarding the clients' inquiries.
- Informing the clients regarding the company's services.
- Providing the procedures to the clients on how to finish their transactions.

July 2013 – July 2014

**BUDGETLANE SHOPPING CENTER – Customer Service,
ANTIPOLO, RIZAL, PHILIPPINES**

- Deals with customers who have complaints, orders, or require information about products/services purchased from the company.
- Always maintaining a positive attitude in a fast-paced environment.
- Prioritize the customers' needs at each step of the process to ensure customer satisfaction.

May 2009 – April 2013

PART-TIME – Nanny / Tutor, BACOR, CAVITE, PHILIPPINES

- Teaching basic knowledge about how to read and write to the kid with age 4-8 years old.
- Attending to the kid's daily needs.
- Making sure that the kid has proper rest.

EDUCATION:

UNIVERSITY OF RIZAL SYSTEM

Pililla, Rizal, Philippines

School year: 2009 – 2013

QUISAO NATIONAL HIGH SCHOOL

Quisao, Pililla, Rizal, Philippines

School year: 2005 – 2009

QUISAO ELEMENTARY SCHOOL

Quisao, Pililla, Rizal, Philippines

School year: 1999 – 2005