



ANGELITA MOLINA RUIZ

CASHIER

+971 54 470 4560

angieruiz12318@gmail.com

Al Naumia 3, Ajman, United Arab Emirates

Birth Date

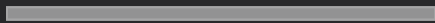
December 07, 1997

Nationality

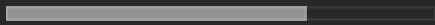
Filipino

SKILLS

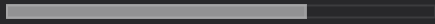
Communication



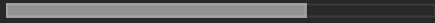
Creativity



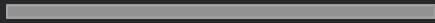
Problem Solving



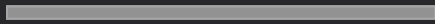
Computer Literacy



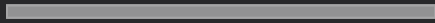
Time Management



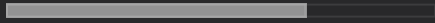
Customer Service



Leadership



Public Speaking



PROFILE

A highly motivated and customer-oriented Sales Cashier with experience in maintaining excellent customer service standards, handling cash register operations, and safeguarding company assets. Possesses excellent verbal and written communication skills, good math skills, and problem-solving skills.

EDUCATION

Bachelor of Science in Business Administration Major in Accounting Management, Isabela State University

Echague, Isabela | 2014 June - 2018 June

EMPLOYMENT HISTORY

Cashier, Lulu Hypermarket LLC

Al Hazana Branch, Sharja, UAE | 2022 March - February 2024

- Calculate the cost of products or services
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Handle customer complains
- Process layaways, returns and exchanges
- Maintain clean and tidy checkout area
- Assist in stocking and rotating merchandise
- Scan and bag items accurately and efficiently
- Stay up to date on merchandise promotions, advertisements and product information

General Ledger Analyst, Grupo Marilen Inc.

Mabini, Santiago City | 2020 February - 2022 February

- Analyzing and interpreting information
- Ensure that all data used in income statement is true and correct
- Reporting financial status monthly

Cashier, Grupo Marilen Inc.

Mabini, Santiago City | 2019 September - 2020 January

- Process cash remittances
- Handle cash, credit, or check transactions with customers
- Issue change, receipts, refunds, or tickets
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products, and introduce new ones
- Resolve customer complaints, guide them, and provide relevant information
- Keep reports of transactions
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Provide excellent customer service to ensure satisfaction

Loan Processing Staff, Rurak Bank of San Agustin

Jones, Isabela | 2019 February - 2019 September

- Preparing loan file of the applicant
- Interviewing and assessing loan applicants
- Ensure all the documents are signed
- Responsible for recording properties of the company
- Accountable for inventories of supplies

INTERNSHIPS

Accounting Staff, Isabela - 1 Electric Cooperative

Victoria, Alicia, Isabela

- Reconciling bank statements
- Balancing the ledger for regular reports
- Performing monthly balance sheet reconciliations

REFERENCES

Majd Rustom , Lulu Hypermarket LLC

+971 54 700 2879

Noiemie Viador , Lulu Hypermarket LLC

+971 50 266 0595