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## **REJIEMEL M. SANTILLAN**

SALES ASSOCIATE / CASHIER

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### **PROFILE**

Dynamic and trustworthy individual with 8 years of experience in retail operations. A communicator who has exceptional customer service skills and a strong background in working collaboratively. Initiative-taking with determination to succeed and to achieve desire goal, discipline to work and capable to work long hours. Highly flexible and able to adapt to different working environments. Willing to learn a new thing and can work with and without permission.

### **CONTACT**

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### **EXPERIENCE**

#### **FOREX EXCHANGE TELLER, LULU INTERNATIONAL EXCHANGE, ABU DHABI**

MARCH 2022 – MARCH 2024

Cash counting complying with internal policies and procedures. Manage Remittance, WPS, teller, buying and selling Forex. Supported manager cases in branch, Follow up on transactions for efficiency at work.

#### **TEAM MEMBER STORE IN CHARGE, VIVA SUPERMARKET (LANDMARK GROUP), AJMAN**

APRIL 2021 – NOVEMEBER 2021

Responsible for item storage and checking expiry dates. Assist with after-sales services and warranty, delivery arrangements and supplier contacting and follow-ups. Back-up managerial support at critical times and rush hours. In charge in greeting customers, receiving payments, and applying refunds, can handle 500 customers on holidays and peak hours.

#### **CASHIER, MAJID AL FUTTAIM, CARREFOUR HYPERMARKET (MOE) DUBAI. UAE**

SEPTEMBER 2018 – FEBRUARY 2021

Greet customers with a smile at the cash counter. Receive payments via cash, credit card, discount vouchers, refunds, or automatic debits and return exact amount change due to customer. Assist and guide customers with concern in pricing.

### **EDUCATION**

#### **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

STI COLLEGE MANILA PHILIPPINES

UNDERGRADUATE

WITH GOOD CONDUCT CERTIFICATE

### **KEY SKILLS AND CHARACTERISTICS**

MS Office / Communication skills / Team leadership and task organization / Problem solving / Working as part of teams / attention to details / Work under pressure / Database management / Social media operation and management.