



# GAREY MIE GABO

## Administrative Assistant/Cashier

I am driven highly motivated administrative professional with over five years of experience providing executive level support.

## Contact

+971555969610

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Sheik Suroor Bldg. Al Rigga  
Dubai United Arab Emirates

## Education

Bachelor of Science in Office Administration  
Major in Office Management  
2006-2010

## Skills

Administrative	████████████████████
Customer Service	████████████████████
Basic Accounting	██████████████████
Cashiering	████████████████████
Bookkeeping	██████████████████
Data Encoding	████████████████████

## Certificate

- Basic Pawnshop Operation
- Basic Jewelry Appraising
- Advance Jewelry Appraising
- Basic Management Training
- Advance Management Training
- Anti Money Laundering and Counter Terrorism Financing

## Reference

Upon Request

## Experience

### Palawan Group of Companies

Assistant Branch Manager

August 16, 2017 - July 25, 2024

- Handling local and international remittance transactions and money exchange.
- Work as part of a team for the highest level of monthly sales goals.
- Handling jewelry items and assist the customer in there selected items.
- Demonstrated strong interpersonal skills by maintaining a positive and professional attitude towards customers.
- Ensured compliance with company policies and procedures.
- Cashiering and provide cashflow reports every end of the day.

### Bersheba Country Farm

Data Entry Clerk

March 2015 - February 2016

- Encodes information from departments into the data system.
- Ensure information is accurate and valid by creating and updating records.
- Maintaining confidentiality and managing files and hardcopies.

### Neobuilt Trading Construction Supply

Sales Clerk

May 2006 - March 2009