



**PAULINE JANE  
RANESES SANTOS**

**Cashier / Teller /Customer  
Service /Document  
Controller**

### **CONTACT INFORMATION**



+971-56-827-0978



janeraneses4@gmail.com



Electra Street, Abu Dhabi

### **QUALIFICATIONS / SKILLS**

- **Apps Known:** - Word, Excel, Power Point
- Dedicated team player
- Keen to details
- Multi – tasked
- Fast learner and reliable

### **AREAS OF EXPERTISE**

- Cash Handling Skills
- Client Relationship Management
- Problem solving
- Recordkeeping and documentation
- Analytical and Critical Thinking

### **CAREER SUMMARY**

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Analytical, hardworking and detail-oriented professional with 6+ years of extensive experience in providing customer service, administering customer transactions, handling cash and promoting company offerings. Also have 3 years of experience in handling inventory, procurement and marketing products and sales of the company. I am ready to take up any challenge and multi- tasking to manage and balance my work systematically.

### **WORK EXPERIENCES**

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#### **FRONT LINE ASSOCIATE / TELLER / CASHIER JUNE 2024 – PRESENT**

##### **GLOBAL EXCHANGE COMPANY GROUND FLOOR DEFENSE ROAD, ABU DHABI**

- Process cash transactions from national and foreign currencies.
- Receiving payments and issuing receipts.
- Purchase & sell of foreign currency.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Conducts a variety of customer service tasks which may include providing transferring funds, tracking deposits and various record changes.
- Maintains and accounts for cash drawer and daily transaction and report any discrepancies.
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transactions.

#### **CUSTOMER SERVICE REPRESENTATIVE / TELLER / CASHIER AUGUST 2020 – JUNE 2024**

##### **PROGOTI EXCHANGE COMPANY GROUND FLOOR DEFENSE ROAD, ABU DHABI**

- Process cash transactions from national and foreign currencies.
- Receiving payments and issuing receipts.
- Purchase & sell of foreign currency.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Conducts a variety of customer service tasks which may include providing transferring funds, tracking deposits and various record changes.
- Maintains and accounts for cash drawer and daily transaction and report any discrepancies.
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transactions.

#### **CASHIER CONCESSION (VIP SECTION) SEPTEMBER 2019 – AUGUST 2020**

##### **OSCAR CINEMA AL WAHDA MALL – ABU DHABI**

- Maintains accurate accounting of all cash and inventory on assigned concession stand.
- Maintains safe working conditions and sanitary work area.
- Organize all paper works for cashier responsibilities.
- Do physical inventory of stocks.
- Handles and process cash slips.
- Take order of customers and input it properly on the POS.
- Deliver orders inside the cinema.
- Assist customers with their additional needs during the movie.

## STRENGTHS

- Patient
- Quick learner
- Punctual
- Reliable

## EDUCATIONAL BACKGROUND

- **CAGAYAN STATE UNIVERSITY – ANDREWS BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT**  
2012-2016
- **ROXAS NATIONAL HIGH SCHOOL**  
2008-2012

## PERSONAL INFORMATION

**Date of birth** : February 4, 1996  
**Religion** : Roman catholic  
**Language known** : English, Tagalog  
**Gender** : Female  
**Marital Status** : Single  
**Nationality** : Filipino

## **PARTS CLERK/CASHIER/DOCUMENT CONTROLLER**

June 2016 – March 2019

### **KSERVICO TRADE INC.**

TUGUEGARAO CITY, PHILIPPINES

- In charge in making purchase requisition and monitoring of stocks.
- Follow up orders to suppliers.
- Do monthly, quarterly and yearly inventory.
- File and make documents for warranty registration.
- Doing report for warranty services.
- Assists customer needs and queries.
- Do cashiering and recording of daily sales collection.
- Handles petty cash of the department.

## **DECLARATION**

I hereby declare that the above information is true to the best of my knowledge & assure that if given a chance, I will discharge my duties & ability for the entire satisfaction of my superiors.

**BEST REGARDS,**

**PAULINE JANE RANESES SANTOS**