



NILDA G. DOMINGUEZ

WORK EXPERIENCE

**DAY TO DAY – UNION
BRANCH
CASHIER
JANUARY – MARCH 2024**

Job Description:

- Handle cash, credit, or check transactions with the customers.
- Scan goods and collect payments.
- Ensure pricing is correct.
- Issue change, receipts, and refunds.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them, and provide relevant information.
- Keep reports of transactions.
- Maintain clean and tidy checkout areas.

**MONITORING STAFF
ILA EXPRESS HAULER
JANUARY 2022 – DECEMBER 2023**

Job Description:

- Receiving and checking incoming delivery of motorcycles.
- Monitor delivered and pending deliveries.
- Making a daily, weekly and monthly report for all deliveries and discrepancies.
- Expedite and route movement of incoming and outgoing shipments and transportation.

**BRANCH CASHIER
TCA DIGITAL SQUARE INC.
JANUARY 2021 - DECEMBER 2021**

Job Description:

- Processing and receiving payments from the customer, making sure all cash received is correct.
- Checking card transactions payments.
- Bank reconciliation.
- Making sure all daily sales cash and card are correct.
- Making daily report submitted to the Head Office.

EDUCATIONAL ATTAINMENT

Bachelor of Science in Business Administration
Manila Central University, Caloocan City

I hereby certify that the statement made is true and correct to the best of my knowledge.

**NILDA G. DOMINGUEZ
Applicant**

CONTACT DETAILS

ADDRESS:
AL RIGGA DUBAI

MOBILE:
+971 52-789-3463

EMAIL:
nildadominguez0201@gmail.com

PERSONAL INFORMATION

Nationality : Filipino
Gender : Female
Language: English &
Tagalog

KEY SKILLS AND CHARACTERISTICS

- Attention to Details
- Ability to work collaboratively as part of the team.
- Interpersonal skills.