



# Jocessa Tabor

## CONTACTS

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📍 Al Karama, Dubai, UAE

## OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

## SKILLS

- ✓ Basic Computer Skills (Word, PowerPoint, Excel)
- ✓ Service focused
- ✓ Good manners
- ✓ Analytic Skills
- ✓ Flexible and Attention to detail

## PERSONAL INFORMATION

- ✓ Date of Birth: 02/14/1993
- ✓ Religión: Roman Catholic
- ✓ Height: 5'2
- ✓ Weight: 46 kg
- ✓ Language: English and Filipino

## EDUCATION

Bachelor of Science: Food Science and Technology, Philippines. - 2016

## EXPERIENCE

### Brands for Less LLC, Dubai

05/2021-05/2024

### Cashier / Sales

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Handle cash, credit, or check transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- 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 and get manager of answer doesn't solve the issue
- Bag items carefully
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Balancing the cash register and generating reports for credit and debit sales .
- Process returns and check to see if items are damaged
- Provide excellent customer service to ensure satisfaction

## **Team-Leader (Muy Mucho)**

- Helping with training and development
- Assessing team performance and providing feedback to employees
- Handling complaints (for both staff and customer)
- Performing customer service functions, including interacting with customers and answering questions
- Ordering stock (where applicable)
- Helping with promotional events and providing teams with information about recent developments programs and policy changes of the management
- Reporting to senior level management

## **Fit Fresh L.L.C, Dubai**

### **Production Staff**

01/2019 to 4/2021

- Followed all instructions and safety procedures during assembly.
- Worked with other workers to ensure time efficiency and clear communication
- Handled each product and package with care and precision.
- Maintained a clean and organized working environment to enhance productivity
- Completed production orders with strict deadlines.

## **Xiphias Amster Immigration DMCC, Dubai.**

### **Sales Executive**

01/2018 to 7/2018

- Generating leads and turning them into opportunities for sales.
- Contacting potential customers via telephone, email and face to face.
- Working to revenue targets as set by the sales director.
- Negotiating price with potential customers and closing sales.
- Building long term relationship with new and existing customers.
- Ensuring all administration relating to sales is completed effectively.
- Working closely with other departments and finding opportunities to cross sell.

## **Amley Food Corporation, Philippines.**

### **Quality Assurance Inspector**

06/2016 to 08/2017

- Read blueprints and specifications
- Monitor operations to ensure that they meet production standards
- Inspect, test or measure materials or products being produced
- Measure products with rulers, calipers and other measuring tools
- Accept or reject finished items
- Remove all products and materials that fail to meet specifications
- Report inspection and test data such as weights, temperature, grades, moisture content, and quantities inspected