



ANN LESLIE RIVERA

ADMIN-SENIOR CASHIER

+971-562584816

rannlesliee@gmail.com

Dubai, Uae

PROFILE

Over 8 plus years of Retail experience. A self motivated team leader. Committed to deliver excellent customer service.

WORK EXPERIENCE

■ Landmark Group of Retail (CENTERPOINT)

Admin - Senior Cashier May 2021 - Nov. 2024

- Ensuring to do effective and efficient cashier on a daily basis
- Maintain accurate records of transactions and daily sales reports.
- Address and resolve customer complaints or issues efficiently and professionally.
- Implement and monitor security measures to prevent theft and fraud
- Prepare and submit daily, weekly, or monthly financial reports to management
- Updating KPI's report to be submitted every month.

■ Liwa Trading Group (LOVISA ACCESORIES)

Admin- cum Cashier Feb. 2018 - May 2021

- Accurately handle cash, credit, and debit card transactions.
- Handle returns, exchanges, and refunds following company policy.
- Provide excellent service by assisting customers with their purchases, questions, and concerns.
- Assist with inventory checks and reports, ensuring stock levels are accurate.

■ Paris Group LLC

Cashier Aug. 2017 - Feb 2018

■ Bershka & Zara (Inditex Philippines)

Cashier 2010 - 2016

EDUCATION

Emilio Aguinaldo College
B.S Nursing
2010
Manila, Philippines

SKILLS

- Cash Handling Skills
- Customer Service
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Adaptability
- Integrity