



CURRICULUM VITAE

APRIL C. TRINIDAD

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Present address: Al Khail Gate, Al Quoz 2 Dubai U.A.E.

PERSONAL SUMMARY:

A hardworking, well-mannered and friendly cashier with a positive attitude to work. Able to uphold high standards of customer service and speed whilst at the same time adhering to a company's regulations and procedures. Experience of working in a fast paced retail environment and having a proven track record of working under pressure for instance i.e. when long lines form or when unexpected mishaps occurs such as miss-priced items. A quick learner who can quickly obtain a good knowledge of all this products available in a store.

PERSONAL SKILLS:

- Customers services
- Handling all sales records
- Punctual focused and very dedicated to any task given.
- Hard working self-motivating team player.
- To maintain good public relation.
- Excellent planning and organization skills.
- Excellent communication skills
- Honest & sincere in dealing with customer and colleagues

WORK EXPERIENCE:

- **STORE** : Carrefour Buhaira
- **Position** : Cashier
- **Duration** : May 2014 – September 2014

- **STORE** : Carrefour Al Wasl
- **Position** : Cashier
- **Duration** : September 2014 – November 2014

- **STORE** : Carrefour Tecom-Irise
- **Position** : Cashier-In Charge/Supervisor
- **Duration** : November 2014 – September 2018

- **STORE** :Carrefour Badrah Pavilion
- **Position** :Supervisor
- **Duration** :October 2018 - Present

AREAS OF EXPERTISE

.Branch of cashiering, customer facing, cash handling and counting, computer literacy and doing repetitions of work accurately.

. Managing and reporting the daily deposit and sales for the stores.

. Managing and reporting the Petty cash of the store including all the expenses.

. Expertize in closing the system and making safe control all the money to be tally in actual counting of sales versus in the system every day.

. Processing of customer tax invoice and escalating any customer to be answered conveniently.

JOB'S DUTY AND RESPONSIBILITIES:

- Providing customers a personalized, friendly and efficient cashiering service.
- Taking payments from customers via cash, voucher and credit cards.
- Responsible for the accurate and timely allocation of cash.
- Helping to resolve customer complain.
- Assisting with shelf stacking, sticking prices on items etc.
- Sorting, counting, and wrapping currency and coins.
- Balancing cash in the till with receipts.

COURSE AND TRAINING:

- Food Safety & Hygiene Training Basic Level
- CCO School for in-charge

ACHIEVEMENTS:

- Passed the examination of ECE (Employee Career Evolution) from the Head Office of Carrefour and interviewed by the Top Management of the company.
- Awarded one of the Best Employee of the month in the supermarket of Carrefour.

PERSONAL INFORMATION:

- Nationality : Philipina
- Gender : Female
- Date of birth : 17 April 1984
- Language known : Tagalog and English

DECLARATION:

- I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.