

RESUME

JANETGIANANJURADO

CASHIER

Email: princesskate867@gmail.com

Residence: ALQUOS, ALKHAILGATE-DUBAI

Mob: +971-524164398



CAREER OBJECTIVE:

Experienced, detail-oriented cashier seeks a position that would best fit my qualification and develop my talent and skills for continuous career development, and participate myself and work towards for a complete satisfaction of the company.

PROFILE IN BRIEF:

- 4 Years of experience in Cashier in Dubai, U.A.E.
- High School graduate
- Have knowledge in word and excel
- Detail-oriented, efficient and organized professional with an extensive experience in cash counter (POS, MIZAN SYSTEM AND DYNAMIC 365 BUSINESS CENTRAL LS RETAIL)
- Excellent written & verbal communication skills.
- Energetic & self-motivated with a high degree of cultural sensitivity.
- Can work under pressure & achieve targets.

WORK HISTORY:

- **CASHIER: GNN MOTORS LLC (AUTOMARKET)**-SEPTEMBER 5-APRIL 1, 2024
- **CASHIER/SALES: ALRAED PIONEERS (YONEX UAE)** Dubai-U.A.E March 20-August 1, 2023
- **CASHIER: ALKABAYEL OASIS TRADING LLC** -GATE 1 to 10- Dubai U.A.E DECEMBER 1, 2020- February 5, 2023
- **CASHIER: AL DOURI SUPERMARKET** , DUBAI–November 12, 2018–November 15, 2020

DUTIES & RESPONSIBILITIES PERFORMED:

As a CASHIER:

- Filling up the invoices request for customer
- Creating quotation and proforma invoices for sales representative
- Scanning/Printing the documents and saving the files in system
- Answering the calls.

- Making cheques as requested by the accounts manager
- Filling all the pettycash invoices and creditcards invoices monthly
- Manage transactions with customers using the point-of-sales system.
- Scan products and ensure accurate pricing.
- Takecash,credit and debit payments.
- Issue receipts,refunds,change or tickets.
- Redeem stamps and coupons.
- Cross-sell or upsell products.
- Resolve customer complaints and concerns.

SKILLS:

- >Communication
- >Timemanagement
- >Fastlearner

Computer

Skills:

- WORD AND EXCEL KNOWLEDGE

ACADEMIC PROFILE:SECONDARY

PersonalProfile:

Nationality :Philippines
 Date of Birth: November8,1990
 Marital Status : Single
 Contact number: 0524164398
 VisaStatus : Visit visa
 Languages :English,Tagalog

AYHAM SHAWI-0526934712

REFERENCE PERSON/FINANCEMANAGER

TRAININGATTENDED:

>Reception and office management,computer essential/secretarial
 -INTELLECTUAL KNOWLEDGE INSTITUTE
 -July26-August 30,2019

I hereby declare that the all information furnished above are true to the best of my knowledge and belief.

JANETGIANANJURADO

Applicant