



Christine Mendoza Villanueva

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Objective

Seeking for a suitable position where excellent customer service and cash handling skills can be utilized to develop the company's efficiency.

Experience

December
2,2023 -
September
3,2024

IDEAL DREAM SERVICES INC (7-ELEVEN)

Sales Area Maintenance

- Immediately acknowledge the customers when they enter the sales area
- Anticipate and determine the customers needs
- Use suggestive selling to assist buyers with purchase of merchandise
- Inventory,display,and sell products provided by the retail store
- Required to assist with preparation and clean up of store
- Distribute merchandise to sales floor
- Ensure that the shelves and fixtures are filled with product at all times
- Ensure stockroom is kept neat and orderly
- Assist with inventories as needed

April 01,2021 -
July 31,2023

Eight Under Par Inc. (PALAWAN PAWNSHOP GROUP)

Branch Assistant/Cashier

- Received and disburse money to customers and reconcile and tally the cash on hand at the end of the day with the books and computer records.
- Record and balance transactions accurately, issue official receipts for branch transactions and maintains books and ledger using accounting practices.
- Ensure all safety precautions with opening and closing protocol and safe keeping of keys.
- Assure customers satisfaction and maintaining good customer service.
- Greet customers upon entering the branch.
- Maintain cleanliness and orderliness of the branch.

July 01,2016 -
July 10,2018

Quality Hypermarket W.L.L. Doha Qatar

Counter Cashier

- Greet customers upon handling their goods in the counter area.
- Establish or identifying prices of goods and tabulate bills

- using calculators, cash register or optical price scanner.
- o Receive payment by cash, checks, credit or change due to customers.
- o Issuing receipts, refunds or change due to customers.
- o Maintaining the cleanliness and orderliness of the check out area.

January
26,2010 - June
28,2016

Balayan Shell Gasoline Station

Cashier

- o Handling all the cash transactions of the company.
- o Checking daily cash accounts.
- o Maintaining monthly, weekly, and daily report of transactions.

January
21,2008 - June
21,2008

Madison Shopping Plaza Inc.

Counter Cashier

- o Received payments by cash, checks, credit cards and vouchers.
- o Maintaining the cleanliness and orderliness of the checkout area.
- o Establish or identifying prices of goods, services or admission and tabulate bills using calculators, cash register or optical price scanner.
- o Issuing receipt, refunds, credits or change due to customers.
- o Greet customers upon handling their goods in the counter area.

Education

2001-2005

Immaculate Conception College

Bachelor of Science in Commerce Major in Management
Tertiary

Additional Information

- Date of Birth : March 29,1984
- Place of Birth : Balayan, Batangas
- Civil Status : Single
- Religion : Roman Catholic
- Citizenship : Filipino
- Health : Excellent
- Visa Status : Tourist Visa

- I hereby certify that the above informations are true and correct to the best of my knowledge and ability.

CHRISTINE M.VILLANUEVA
Applicant