

Profile

Enthusiastic, reliable and dedicated individual in providing excellent customer service with a smile. Organized, detail oriented, and experienced in properly handling daily accounts and managing daily sales reports. Exceptional versatility and adaptability in various aspects. Ability to deal with people in a manner which shows sensitivity, tact and professionalism. Dedication and driven as hard-working individual, honest, and trustworthy.

PERSONAL INFORMATION:

Date of Birth: Feb.24, 1993

Nationality: Filipino

Civil Status: Married

Religion: Roman Catholic

Language: English, Tagalog & Hiligaynon

FORMAL QUALIFICATIONS:

Tertiary:


System Technology Institute College
Information Technology
(Programming NC IV)
2010-2012

Character Reference:

Available Upon Request

CRIZA MANSEBA CUARTE

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 : **+97158 302 6393**

OBJECTIVE:

To secure a responsible career opportunity in a reputable organization that will fully utilize my years of experience, knowledge and skills in Cashiering and Customer Service. Be a part of a team that dynamically works towards the growth of organization and establish an enjoyable career for myself.

WORK EXPERIENCES:

Cashier/Quick service Crew

Vermilion Trends Food Store (Banh Mi Kitchen)

May 5, 2022- May 28, 2024

- Receive payments by cash, credit cards, automatic debits etc.
- Greet the customers entering the organization.
- Checking daily cash account. Guiding and solving queries of customers.
- Communicate with customers to resolve complaints or ensure satisfaction.
- Take orders and serve food and beverages to patrons at tables in dining establishments.

Select Service Champion – Trainee/ Cashier

Ember Gas & Service Station

Dec.17, 2021 to April 9, 2022

Cashier

Sofia Bread and Pastries

June 14,2019 to Nov. 23,2019

- Responsible for outlet/shop allotted cash funds; cash float bags & changed box money and petty cash fund.
- Responsible for maintaining and balancing the cash drawer and cash funds, verifying cashiers cash transfers and return transactions, and maintaining electronic documents needed to create daily sales report.
- Oversees the cashier staff/waiter's sales transactions and overall daily employee financial reports.
- Assisting newly hired associates on cashiering procedure and company accounting policies.

Cashier cum Waitress

Cateriya Catering Services L. L. C

Al Quoz Ind. Dubai U.A.E.

January 28,2017 to March 31, 2019

- Consistently offer professional, friendly and engaging service to the guest.
- Providing detailed information on menus and deliver beverages and food orders in timely manners.
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons.
- Check-in the guest to ensure that everything is going well.