

JIREH TABITHA SIMBIRAY LOPEZ

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Al Barsha 1, Dubai, United Arab Emirates



Objective

I am seeking a challenging position to enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



Experience

Day to Day

June 2023 - September 2024

Sales/Cashier

Responsible for processing transaction of the items in accurate and timely manner.

Ensure proper rates and denominations of currencies when required.

Scan the items, register the sales and process transactions using the required mode of payment.

Install, check, and manage the cash unit and return it at the end of each day.

Responsible for counting the contents of the cash register drawer at the end of each shift, and maintaining receipts, records, and withdrawals.

Golden Beret and Allied Services

March 2021 - September 2022

Receptionist

Attend all calls from respective departments, clients, and supplier.

Registration of visitors such as contractors, suppliers, and etc.

Receiving mails and parcel deliveries.

Monitoring all the in and out of the office.

Receiving calls and forwarded to concerned persons.

Cargo Factors

October 2020 - February 2021

Secretary

Performing day to day flow in the office (fax, telephone, email, and etc.)

Received email and sending email to suppliers and clients.

Filing document according to reference number.

Preparing monthly attendance salary sheet.



Skills

Microsoft Office

Excel

Internet



Languages

Tagalog : Mother tongue language

English : Excellent command of both written and spoken.



Personal Details

Date of Birth : 18/02/2001

Marital Status : Single

Nationality : Filipino

Passport : P0849190C

Gender : Female

Whatsapp : +971 56 287 8697

Haute Fashion Boutique

April 2019 - September 2020

Sales and Marketing (Online Seller)

This is my own retain business in Philippines.

Responsible for creating ideas for marketing the items or products

Proper distribution of items to each clients.

Posting products and making ads by means of social media.

Coordinates with the manufacturer for proper workflow of the product

Checking the quality and quantity of each products.

Jollibee Corporation

February 2018 - August 2018

Service Crew

Committed to providing efficient, courteous service to customers.

Thrive in a dynamic and fast-paced work environment

Responsible for maintaining clean and welcoming environment for

Taking orders, preparing food, and providing excellent customer service



Education

St. Jude College of Dasmarinas Cavite

2017-2019

General Academic Strand

Senior High School

Cavite State University

Bachelors of Secondary Education Major in English

Undergraduate



Additional Information

Personal Skills

Ability to work in groups and individually.

Self motivated.

High interface skills

Good communications with people

Interactive and fast enough to learn new technologies and sciences.