



ARLENE RAMOS DALISAY

Receptionist / Sales / Cashier / Nursing Assistant / Admin Assistant

- **Career Objective:** To be able to learn and improve my present skill set and in search for a career growth.



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Birth Date: October 17, 1984
Visa Status: Employment
Languages: English, Tagalog,
Bicolano



- Bachelor's Degree in Nursing



BACHELOR OF SCIENCE IN NURSING

MABINI COLLEGE OF DAET

Daet Camarines Norte, Philippines

SKILLS:

- Answering and Forwarding phone calls.
- Booking and logging skills.
- Customer relationship skills.
- Microsoft office (Word, Excel Outlook)
- The ability to establish rapport and develop relationships with all key stakeholders: suppliers, customers & colleagues.
- Ability to multitask and Fixing documents.
- Communication skills.
- CCTV operations.



SENIOR CASHIER

Ghassan Aboud Group (Grandiose Hypermarket)

February 2, 2021- May 2023

Arjan Dubai, United Arab Emirates

SALES AND CASHIER

Al Maya Group (BORDERS)

July 2019- January 2021

Dubai, United Arab Emirates

RECEPTIONIST

Euphoria Pet Spa

September 2018 – June 2019

Abu Dhabi United Arab Emirates

SCHOOL RECEPTIONIST / SECURITY

Securi Guard

February 2014 – February 2016

Abu Dhabi, United Arab Emirates

Ghassan Aboud Group (Grandiose Hypermarket)

Arjan Dubai United Arab Emirates

February 2 2021- Present

Senior Cashier

- Scanning of Items and receiving of payments from the customers.
- Create Reports and daily tally of sales.

- Adhere to company policy by providing the utmost customer care.
- Report any abnormalities on the payment systems.
- Coordinate customer complaints and feedbacks to the Duty Manager.
- Follows the health and safety protocols in the vicinity.
- Provides information on new promotions and informing the customer.
- Cleans and tidy the working stations.
- Performs daily and monthly inventory of products.

Al Maya Group of Companies (BORDERS)

Dubai United Arab Emirates

July 2019 – January 2021

Sales and Cashier

- Creates report using Business process management (BPM) and sending it to the Head Office
- Receives and checks the incoming goods. Performs inventory checking
- Assists the customers and performs sale of products if necessary
- Daily reporting to the manager for any complaints and customer queries
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- Coordinates to the Head office regarding inventory stocks received.
- Assisting the manager on sales tally and merchandising.
- Daily records the sales thru excel sheet and word formats and reports to the head office.

Euphoria Pet Spa

Abu Dhabi, United Arab Emirates

September 2018 – June 2019

Receptionist

- Booking of customers and conduct sales as needed.
- Supports the grooming staff.
- Always make sure that cleanliness and proper hygiene has been followed.
- Makes daily reports and submits it to the manager.
- Answers call of inquiries and provides them with information on the products and services.

SECURI GUARD

Abu Dhabi, United Arab Emirates

February 2014 – February 2016

School Receptionist / Security

- Patrolling of industrial and commercial premises to prevent any intrusion in all areas.

- Monitoring and authorize entrance and departure of employee, visitors and other person to guard against theft and maintain security of premises.
- Write report of daily activities and irregularities, such as property damage, theft, presence of unauthorized person, or unusual occurrences.
- Call the police or fire department in case of emergency, such as a fire or any presence of unauthorized person.
- Circulate among visitors, patrons, and employees to preserve and protect properly.
- Logging of visitors entering and exiting the premises.
- Assist queries of new students and logging the details into the school data forms.

I hereby certify that all information I have given is true and correct.