***DALISAY R. GERONIMO***

#15 Sitio Pasong Cruz, Brgy. Pasong Tamo, Quezon City

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***Objective:*** *To secure a position in a company where can I apply my experience and would best fit my qualifications and further enhance my values towards any responsibility that I will undertake, develop my talents and skills for continuous career improvement.*

***WORKING EXPERIENCE:***

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| * *Jan 2020 – Dec. 2021*
 | *Laundry Attendant/Cashier**Laba Mama**Maginhawa Ave., UP Village, Diliman, Quezon City** *Assisting customer*
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| * *Jun. 2019 – Aug. 2019*
 | *Customer Service Representative**Concentric**Cyber West, Quezon City** *Handling international account*
* *Resolving the customer concern*
* *Basic Trouble Shoot*
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| * *Jan. 2019 – Feb. 2019*
 | *Customer Service**INSPIRO**Welcome Rotonda, Quezon City** *Handling international account*
* *Assisting customer about their order online*
* *Resolving the customer concern*
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| * *Jan. 2017 – Mar. 2018*
 | *Sales/Supervisor**Amaretti Virginia**Salhia Complex, Kuwait City** *Greeting and Assisting the guest*
* *Checking and cleaning the items*
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| * *Sept. 2014 – Oct. 2016*
 | *Head Hostess/Telephone Operator**Sultanchef Turkish Steakhouse**Kuwait Turkish Catering Co.**Al – Tijaria Tower, Kuwait City** *Greeting and Assisting the guest*
* *To lead the hostess and make their schedule and task*
* *Taking reservation thru phone and walk-in guest*
* *Informing the guest about their reservation*
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| * *Jan. 2011 – Mar. 2014*
 | *Sales Associate/Cashier**Sultan Center, Electronic Dept., Homecenter Dept.**Jahra, Kuwait City** *Assisting the Customer*
* *Checking and cleaning the items*
* *Ordering*
* *Monthly Inventory*
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| * *Jan. 2008 – Dec. 2010*
 | *Sales Associate**Asics Shoes, SM City North Edsa, Quezon City** *Assisting the Customer*
* *Checking and replenishing the stocks and display*
* *Ordering the items*
* *Monthly Inventory*
* *Monitoring the daily sales and monthly sales*
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| * *Dec. 2005 – Dec. 2007*
 | *Sales Associate**Reebok Shoes, SM City Manila** *Assisting the Customer*
* *Checking and replenishing the stocks and display*
* *Ordering the items*
* *Monthly Inventory*
* *Monitoring the daily sales and monthly sales*
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***SKILLS AND CHARACTERISTIC:***

* *Computer Literate*
* *Flexible and Fast Learner*
* *Willing to Trained and Learn*

***EDUCATION***

* *1989 – 1993 High School*

*E. Rodriguez Jr. High School*

* *1983 – 1989 Elementary*

*Old Balara Elementary School*

***PERSONAL DATA***

* *Civil Status* : *Single*
* *Citizenship* : *Filipino*
* *Height* : *5’2*
* *Sex* : *Female*
* *Religion* : *Catholic*