

**DALISAY R. GERONIMO**

Villa 47, Al Gaado Um Suquim 1, Dubai

Contact No: 0502541735

+971502541735

Email Add: dally\_geronimo@yahoo.com



**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:**

- Dec. 31 – Mar 17, 2025      Office assistance  
AL ZAHER SHIPPING AND CLEARANCE LLC (BRANCH)  
Jebel Ali Free Zone North, Dubai, United Arab Emirates

  - Handle incoming calls
  - Maintain and organize office files, records, and documents
  - Clerical works
  - Cleaning works
- Jan 2020 – Dec. 2021      Laundry Attendant/Cashier  
Laba Mama  
Maginhawa Ave., UP Village, Diliman, Quezon City

  - Assisting customer
  - Sorting, washing, folding clothes and other textiles.
  - Removing stain from items using the appropriate procedures.
- Jun. 2019 – Aug. 2019      Customer Service Representative  
Concentric  
Cyber West, Quezon City

  - Handling international account
  - Resolving the customer concern
  - Basic Trouble Shoot
- Jan. 2019 – Feb. 2019      Customer Service  
INSPIRO  
Welcome Rotonda, Quezon City

  - Handling international account
  - Assisting customer about their order online
  - Resolving the customer concern
- Jan. 2017 – Mar. 2018      Sales/Supervisor  
Amaretti Virginia  
Salhia Complex, Kuwait City

  - Greeting and Assisting the guest
  - Checking and cleaning the items
- 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

- 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
  
- 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
  
- 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

#### **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