



ELIZABETH RANOCO LABUTAP

Dubai, UAE

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elizabethranocolabutap955@gmail.com

PERSONAL INFO

Nationality : Philippine
Date of Birth : 22 APR 1995
Gender : Female
Marital Status : Single

PASSPORT DETAILS

Passport No : P7313481B
Date of Issue : 31 JUL 2021
Date of Expiry : 30 JUL 2031
Visa Status: Employment Visa

LANGUAGES

English
Pilipino

SKILLS

- Communication skills
- Problem solving abilities
- Organization
- Teamwork
- Excellent problem solver
- Excellent communication skills
- Adaptability
- Attention-to-Detail
- Learning
- Multi-Tasking

CURRICULAM VITAE

PROFILE

Seeking a position to utilize my skills with honesty, sincerity and hard work that offers a professional growth and pursues a challenging career while being resourceful and flexible.

EDUCATIONAL QUALIFICATION

- **BACHELORS OF SCIENCE IN HOTEL RESTAURANT AND MANAGEMENT PHILIPPINES (2014).**
- **VOCATIONAL NATIONAL HIGH SCHOOL- PHILIPPINES (2012).**
- **LUSOD SALCEDO EASTER SAMAR PHILIPPINES (2007)**

WORK HISTORY

CASHIER.

WESTZONE FRESH SUPERMARKET- DUBAI, 2019- 2024

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas

CASHIER

CONVENIENCE STORE TACLOBAN- PHILIPPINES, 2017 – 2018

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers. Maintain appropriate cash till all time or end of the shift
- Ensure supplies such as bags and rolls are maintained
- Maintain clean and orderly checkout areas
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register

WAITRESS/ CASHIER

MANG INASAL- PHILIPPINES, 2016 – 2017

- Greet and escort customers to their tables
- Provide excellent customer service that promote satisfaction
- Present menu and provide detailed information when asked (e.g., about portions, ingredients or potential food allergies)
- Make recommendations or share additional information upon request
- Adept at preparing and serving food/drinks orders and up-sell any additional products
- Arrange table settings and maintain tables clean and tidy
- Inform customers about the day's specials
- Offer menu recommendations upon request

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

ELIZABETH RANOCO LABUTAP