



JENNIELYN GUINTO



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Alwarqa 1, Dubai, UAE

PERSONAL INFORMATION

Date of Birth: January 17, 1988

Age: 37

Religion: Roman Catholic

SKILLS

- ❖ Data Entry/Encoding Skills
- ❖ Inventory Skills
- ❖ Time Management
- ❖ Attention to details
- ❖ Clerical Skills/admin
- ❖ Cash Handling Skills
- ❖ Organizational Skills
- ❖ Basic Printer Troubleshooting
- ❖ Editing Skills such as Adobe Photo Shop CS6 & CS3, Corel Draw
- ❖ Proficient in SAP System, MS Word, MS Excel & Powerpoint
- ❖ Knows POS System
- ❖ Good customer service skills

EDUCATION:

TERTIARY

Bachelor of Mathematics
(Major in Computer Science)
Bulacan State University
(City of Malolos, Bulacan, Phils.)
2005-2011(Graduated)

WORKING EXPERIENCE:

BARCODE STAFF

Nesto Hypermarket LLC (Nadd Al Hammar, Dubai)
May 25, 2023- Present

- Scan items/encode article or barcode, check stocks and give the staff the required quantity of sticker of barcode label.
- Daily checking price change of the sections in Supermarket and Lifestyle section.
- Making Price Board daily, midweek/weekly, special promotion or during sale time.
- Perform administrative tasks as needed, such as Excel, word and Power Point.
- Weekly checking stocks of items, make an order into system.
- Perform monthly inventory of all items in barcoding and board items.
- Repairing basic printer problem as needed.

CASHIER/FRONTEND June 10, 2020- May 24, 2023

Nesto Hypermarket LLC (Nadd Al Hammar, Dubai)

- Counting pettycash before starting the duty.
- Processing sales transactions and taking payments to customer either cash, card our voucher.
- Scanning and packing items accurately and efficiently.
- Answering customer questions about products or services and providing recommendations based on customer needs.
- Responding to and resolving customer complaints and concerns, if the issues not resolve just inform the supervisor or even the manager.
- Maintaining clean and tidy checkout areas/counter area.
- Checking items stock in your counter , refill if stock not enough.
- Counting the total sales properly at the end of the duty.

CASHIER (F&B)

August 23, 2018- March 16, 2020

West Wood Hotel/Holiday Beach Club

(Thirsty Horse Sports Bar/Flirt PUB/ Baywatch/Nalukettu/Pirates Sports Bar)
Ajman, UAE

- Counting pettycash before starting the duty.
- Maintaining cleanliness of cashier section.
- Taking customer order and punch according to table number, give their order
- Processing payment thru card or cash, return the proper change to customer after bill-out.

STAFF ASSISTANT

May 2013 - August 2018

Philippines

- Printing documents in MS Word , Excel & Powerpoint
- Editing Photo using Adobe Photoshop.
- Creating/layouting invitations/tarpaulin for different occasions.
- Making Layout for mug printing and magnets.
- Making some typing jobs.

Staff/Cashier

August 20, 2012 - March 10, 2013

LIL People Enterprise (Philippines)

- Maintain cleanliness of the children's play area.
- Processes transaction (half hour, per hour or unlimited) play and give the customer time out time.
- Give the child socks and remove the shoes and put in the shoe rack.
- Assist the child in the play area as needed. Ensure the safety of them while playing.