

FRIETZEL GAY PARDILLO TOLENTINO

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Visa Status : Visit Visas



Objective:

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities.

Work Experience:

**Cashier / Sales /
Merchandiser /
Receptionist** **Turquaz Gourmet Turkish Market**
Umm Sequim, Dubai, U.A.E.
December 2023 up to July 30, 2024

Duties and Responsibilities:

- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Bag items carefully
- Greet customer when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep report of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Bag, box or wrap packages
- Pleasantly deal with customers to ensure satisfaction

**Merchandiser /
Supplier** **Al Ras General Trading (Union Coop)**
Dubai, U.A.E.
February 2023 - December 2023

Duties and Responsibilities:

- Required stock and re-stock the products
- Ordering and receiving and storing the delivered products
- Arrange the goods in a proper way and be sure the customer is satisfied in our service
- Attaching and ensures the price tag are correct
- Making daily sales report
- Responsible for the inventories

**Cashier / Sales /
Merchandiser /
Receptionist** **Karakoy Turkish Supermarket**
Dubai Marina Dubai, U.A.E.
June 2019 - February 2023

Duties and Responsibilities:

- Handle cash, credit or check transactions with customers
- Scan good and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds or tickets
- Redeem stamps and coupons
- Count money in cash drawer at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change

Receptionist**BARE GENTS SALON***Dubai, UAE**January 2017 - May 2018****Duties and Responsibilities:***

- Warmly greet clients, walk them to the proper beauty station and inform assigned beautician of their arrival
- Book and confirm appointments via phone and email
- Process transactions (cash and credit cards) and issue receipts
- Offer beverages and chat with clients who are in the waiting area
- Welcome walk-ins, answer questions about service and schedule appointments based on availability
- Inform clients about new services and discounts
- Cross-sell services and products when appropriate (e.g. through informative brochures and gift cards)
- Maintain a tidy reception area
- Order business cards, brochures and stationery as needed

Sales**DAFFODIL PERFUME***Al Hana Center Dubai, U.A.E.**September - December 2016****Duties and Responsibilities:***

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawer and sales receipts
- Report issues with equipment

Educational Background:

Short Course*Nov 2021 – Apr 2022***BUSINESS MANAGEMENT PROFESSIONAL DIPLOMA***Filipino Institute - Al Rigga Dubai U.A.E.***Vocational***2023 – 2015***ASSOCIATE IN INFORMATION TECHNOLOGY***University of the Visayas - Cebu City, Philippines***Secondary***2019 – 2013***TUBOD NATIONAL HIGH SCHOOL***Cebu, Philippines****Personal Information:***

Nationality : Filipino
Date of Birth : 25 July 1994
Place of Birth : Cebu City, Philippines
Gender : Female
Marital Status : Marriage
Religion : Roman Catholic
Languages : English and Tagalog

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

FRIETZEL GAY PARDILLO TOLENTINO*Applicant*