

# HONIELYNE DE LOS REYES PASCUA

Mobile: +971 561 3499 36

Email: [honielynepascua7327609@gmail.com](mailto:honielynepascua7327609@gmail.com)  
Al Shamsi Bldg. No 4 ,Jamal Abdul Naser St.,Sharjah, UAE



## Professional Summary

Dedicated and Focused employee who excels at prioritizing, completing multiple tasks simultaneously. Committed to delivering high quality results with little supervision. Energetic, Organized, and Professional.

## Educational Background

Level : Bachelor's Degree  
Field of Study : Bachelor of Science in Business Administration major in Information Management  
Year Graduate : April 23, 2012

## Professional Experience

### UNITED ARAB EMIRATES CURRENT COMPANY

Company Name : **Eco Plastic Manufacturing** (Ajman, UAE)  
Employment Duration : July 15, 2023 – Up to present  
Position : Admin Assistant

- Be responsible for managing, motivation and directing her subordinates in achieving the tactical and operation targets of the company.
- Continuous develop and implement improved production methods to minimize labor hours and overtime and maximize product quality.
- Oversee the functions of the Production & Administration In-charge and ensure effective working of all departments.

### PHILIPPINES PREVIOUS COMPANY

Company Name : **Super Shopping Market Inc.** ([SM Hypermarket](#))  
Employment Duration : April 17, 2013 - May 15, 2023 ([10 years in Service](#))

Position:

### **ASA CASHIER (2013- 2019)**

- Established and categorized prices of goods by means of cash registers and optical price scanners.
- Received payments from customers by cash and credit cards.
- Issued receipts, refunds, credits, or changes outstanding to customers.
- Promote and introduced discounted items and promo items to customers.
- Responsible for handling money and managing the cash register throughout the shift.
- Calculated money in cash drawers at the beginning and the ending of shifts to make sure that amount is accurate and that there is sufficient change.
- Ensured that my working area was maintained, sanitary, and clean throughout the shift.

### **AS A CUSTOMER ASSISTANT FUNCTION (2019-2022)**

- Resolved customer complaints when necessary.
- Being a COTC Trainer (Counter Operations Training Course) for newly hired cashier.
- Do paging.
- Conversed with and responded to all customers' inquiries and concerns in a patient and positive manner.
- Identify solutions to customer issues, including defective products, refunds, store credit, and achieve customer satisfaction.
- Basic Troubleshooting when EFT/POS is offline.
- Request new POS and report POS Cancellation if needed.
- Report defective decals to IT Department for onsite visit.
- Request cashier fund from Treasury.
- Perform SOD (START-OF-DAY) activities.
- Perform EOD (END-OF-DAY) activities.
- Ensure all Checkout Cashier have adequate cash and change at all times.
- Assist Cashiers errors.
- Pep talk cashiers before duty regarding concerns and promos.

### **ACCOUNTING ASSISTANT (MAY 06, 2022- JUNE 1, 2023)**

- Receiving/Monitoring of all payable/receivable related requests.
- Preparation and monitoring of monthly Accrual/Reversal.
- Performs other tasks that may be assigned from time to time.
- SAP entry and SOA creation for Tenants.
- SAP entry for Foreign Exchange Sales.
- Review statements and reconcile Tenants accounts.
- Admin functions such as photocopying, scanning, safe-keeping/filing, computer skills, among others.
- Verify and process reimbursement.
- Monthly Inventory of Company's Asset.
- Cashier Transaction Sales Audit.
- Month-end and Year-end closing of books.

### **Personal Profile**

Date of Birth	:	August 25, 1990
Civil Status	:	Single
Gender	:	Female
Nationality	:	Filipino
Visa Status	:	Employment Visa
Language	:	Tagalog, English

### **Personal Strengths**

- Microsoft Office Proficiency.
- Strong Interpersonal and communication skills.
- Time Management
- Highly motivated and eager to learn new things.
- Friendly and with good attitude.
- Ambitious, hardworking and committed to excellence.
- Self-Directed, Resourceful, Trustworthy in all my duties.

### **Declaration**

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

**HONIEYNE DE LOS REYES PASCUA**