

JUVECEL LABUAYAN MENOR

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OBJECTIVE

Enthusiastic and reliable cashier with experience in handling cash transactions, managing customer service, and maintaining inventory. Seeking to leverage my skills and experience to contribute to a dynamic team in a customer-oriented environment.

EXPERIENCE

March 2023 - October 2024	CASHIER DAY TO DAY INTERNATIONAL HYPERMARKET SHARJAH Processed customer transactions efficiently and accurately using POS systems. Handled cash, credit, and debit card payments, and ensured correct change and receipts. Provided exceptional customer service, addressing inquiries and resolving complaints. Assisted with inventory management and restocking shelves. Maintained a clean and organized checkout area. Managed daily cash register operations, including opening and closing procedures. Assisted customers with locating products and offered product recommendations. Collaborated with team members to ensure efficient store operations.
2017 - 2019	HOUSEKEEPING MARINA BAY HOMES PHILIPPINES Perform daily cleaning of guest rooms, including making beds, dusting, vacuuming, and replenishing supplies. Handle special requests from guests promptly and efficiently. Ensure cleanliness of common areas such as lobbies, hallways, and restrooms. Report any maintenance issues or safety hazards to the supervisor. Follow all health and safety regulations. Clean and sanitize bathrooms, kitchens, and other living spaces. Perform deep cleaning tasks such as carpet shampooing and window washing. Manage laundry services, including washing, drying, and ironing clothes and linens. Organize and maintain cleaning supplies and equipment. Provide excellent customer service to residents and guests.

2011 - 2012

RECEPTIONIST
LOTUS GARDEN HOTEL PHILIPPINES

- Manage front desk operations including answering phones, greeting visitors, and handling inquiries.
- Coordinate schedules and appointments for executives and staff.
- Maintain office security by following procedures and controlling access via the reception desk.
- Handle incoming and outgoing mail, courier services, and office supplies inventory.
- Assist with administrative tasks such as data entry, filing, and managing office documents.

2009 - 2010

WAITRESS
MANG GORIO RESTAURANT PHILIPPINES

- Greet and seat guests, presenting menus and explaining specials and daily menu items to enhance customer experience.
- Take orders accurately and promptly, coordinating with kitchen staff to ensure timely food delivery.
- Manage multiple tables simultaneously, ensuring customer needs are met and orders are correct.
- Handle payment transactions, including cash and card handling, with accuracy and efficiency.
- Collaborate with team members to maintain cleanliness and order in the dining area and back-of-house.

EDUCATION

2004

Cumbio National High School

SKILLS

- Proficient in operating cash registers and handling cash transactions.
- Strong customer service and communication skills.
- Ability to work efficiently in a fast-paced environment.
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- Excellent mathematical skills for accurate transaction processing.
- Basic knowledge of inventory management and retail operations.
- Familiarity with POS systems and related software.

LANGUAGES

- English: Write, Speak, Understand
- Tagalog: Write, Speak, Understand