



## Contacts

- +971 56 360 0345
- jasminorlino@yahoo.com
- Al Tahiera Tower Block A, Al Nahda Sharjah, UAE

## Education

**BSBA-Major in Computer Information Science**  
La Consolacion College  
Mendiola Manila Philippines  
1995-1999

## Language

- English
- Tagalog

## Personal Data

**Sex** Female  
**Civil Status** Married  
**Citizenship** Filipino  
**Visa Status** Husband Visa  
**Visa Expiration** April 17, 2025

**U.A.E Driving License VALID until July 13, 2025**  
**Issue Date: July 13, 2023**



## Work Experience

**EMIRATES PETROLEUM PRODUCT. CO (EPPCO) DUBAI, UAE**

**C.S.A - SALES ASSISTANT**  
**01/31/2007 TO 01/25/2004**

- Handling cash register inside the convenient store in the station
- Giving good service to customers in terms of greeting, answering inquiries and offering assistance.
- Receiving and checking of goods supplied by suppliers were performed as well as maintaining cleanliness of store, warehouse and forecourt vicinities.
- Daily merchandising and displaying of product in accordance to company plan o grams as well as quarterly inventory of products.

# JASMIN C. ORLINO



## Work Experience

**31/08/2024  
TO  
21/12/2023**

**JELFAR STAR CONTRACTING LLC**  
**ROOM 602 AL SAHEEL TOWER 1 AL NAHDA DUBAI U.A.E**  
**RECEPTIONIST**

- Handle reception area, answering supplier inquiries regarding our payment and the material we order to them.
- Make Local Purchase Order (LPO) in the system and sent to the designated supplier to their e-mail address.
- Sent or request a price quotation to the supplier. Follow-up the delivery and quotation to the supplier.

**30/05/2023  
TO  
06/12/2022**

**I CHIPS PLUS FOODSTUFF TRADING L.L.C Office 903, A-20, 9TH FLOOR, GULF TOWER-A2 OUD METHA DUBAI U.A.E**  
**RETAIL SALES ASSOCIATE**

- Open, man and close the retail shop
- Maintain the store clean, orderly and presentable
- Operate the Point of Sales (POS) System
- Meet the set daily sales target
- Answer customer question concerning products.
- Prepare merchandise selected by customer. Wrap or pack products.
- Keep daily record of sales, prepare inventory of stock and order merchandise

**26/07/2022  
TO  
04/04/2022**

**REIGN CORPORATE**  
**CONRAD HOTEL OFFICE 19TH FLOOR Rm.6 - SHEIKH ZAYED ROAD DUBAI, UAE**  
**ADMINSTRATIVE ASSISTANT**

- Process the document of the company business setup, and their employment visa.
- Filling, encoding documents and answering client inquiries.
- Reviewing, prioritizing and responding to emails; browsing and researching subject related to the business.

**28/02/2022  
TO  
29/08/2021**

**AL JASEENA TRADING**  
**OUTLET ASSIGNMENT: ANSAR MALL SHARJAH, UAE**  
**SALES PROMOTER**

**17/21/2021  
TO  
19/12/2020**

**CENTURY HARVEST FRESH BAZAAR**  
**Q1 MALL AL WARQA 1 DUBAI, UAE**  
**CASHIER**

- Handling cash register
- Assist customer inquiry regarding their purchases.

**30/11/2019  
TO  
24/07/2019**

**KNN MARKETING CONSULTANCY**  
**AL KABAYEL SABKHA DEIRA DUBAI, UAE**  
**PERFUME SALES PROMOTER**

**31/01/2013  
TO  
12/02/2011**

**TAYTAY SA KAUSWAGAN INC. (TSKI)**  
**NAGCARLAN LAGUNA DISTRICT OFFICE PHILIPPINES**  
**FINANCE ASSISTANT**

- Encode the Beneficiaries Profile Index (BPI) information into the database and updates client information
- Check Billing statement against official receipts and deposit slips.
- Generates billing statement and sent to unit office.
- Verifies/check client's name and ensure that there is no double existing record in the system.
- Files Billing statement per center per unit