



# JOGIE ZOLETA BALABIS

## CONTACT

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📍 Abu Shagarah, Sharjah,  
U.A.E.

Visa Status: Visit Visa

## EDUCATION

2008 - 2012

POLYTECHNIC UNIVERSITY OF  
THE PHILIPPINES – BANSUD  
CAMPUS

- Bachelor in Secondary  
Education, Major in English

## PERSONAL ATTRIBUTES

- Fast learner and adaptable
- Trustworthy and responsible
- Able to work independently or as  
part of a team
- Willing to work flexible hours or  
shifts

## PROFESSIONAL SUMMARY

Dedicated and versatile professional with extensive experience in sales, cashiering, merchandising, and factory operations. Proficient in Microsoft Office, Adobe Photoshop CC, and general computer operations. Known for excellent customer service, attention to detail, and the ability to thrive in fast-paced retail and production environments.

## PROFESSIONAL EXPERIENCE

### Cashier / Merchandiser (JAN 2019 – DEC 2023) - CONTRACTUAL Three Kings General Merchandize (Philippines)

- Handled daily cashiering operations, including POS transactions and customer inquiries.
- Ensured merchandise was properly stocked, rotated, and attractively displayed.
- Managed inventory and communicated with store for stock replenishment.
- Maintained cleanliness and order in assigned sections, contributing to overall store appeal.

### Delivery Sales Associate (OCT 2016 – DEC 2018) - CONTRACTUAL Three Kings General Merchandize (Philippines)

- Delivered products to customers while ensuring timely and accurate order fulfillment..
- Promoted and upsold products during deliveries to increase customer satisfaction and sales.
- Handled payment collections, receipts, and customer inquiries with professionalism.

### Factory Worker (APR 2014 TO MAY 2015) JBC Food Corporation (Philippines)

- Operated assembly line machinery and inspected products for quality control.
- Followed safety procedures and production schedules.
- Contributed to team goals by efficiently performing repetitive tasks with accuracy.

## KEY SKILLS

- SALES & CUSTOMER SERVICE
- CASHIERING & POS OPERATIONS
- MERCHANDISING & PRODUCT DISPLAY
- INVENTORY MANAGEMENT
- ADOBE PHOTOSHOP
- MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT)
- BASIC TROUBLESHOOTING & COMPUTER LITERACY
- TEAM COLLABORATION & TIME MANAGEMENT
- RETAIL OPERATIONS (SUPERMARKETS & HYPERMARKETS)
- FACTORY EQUIPMENT OPERATION & ASSEMBLY LINE WORK