



KATHLEEN JEAN M. GARCIA

PERSONAL DETAILS

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Alamin Bldg., Airport Road,
Al Wahda Mall, Abu Dhabi,
UAE

Nationality: Filipino
Age: 28 Y/O

EDUCATION

2012 - 2016

INTERNATIONAL SCHOOL OF
ASIA AND THE PACIFIC

- Bachelor of Science in
Business Administration
Major in International
Business
- Alimannao Hills Penablanca,
Cagayan, Philippines

SKILLS

- Good team player
- Proactive engagement
- Multitasking efficiency
- Time Management
- Leadership
- Communication Proficiency
- Critical Thinking
- Retail Merchandising expertise
- Strategic Planning
- Computer Literate

REFERENCE

Ms. Sherilyn C. Perreras
Receptionist
Lulu Hypermarket, LLC
Ajman, UAE

PROFILE

Resourceful Employee with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently works to attract new business opportunities.

Driven professional with background sales, customer service and operations management across diverse industries. Highly skilled at fostering relationships with customers to increase loyalty and retention while improving satisfaction levels. Seeking to leverage strong target achievement to progress within growing company.

WORK EXPERIENCE

● LULU Hypermarket LLC OCTOBER 2020-OCTOBER 2024

Sales Associate/Cashier
Ajman, UAE

- Responsible for being involved in all the sales operations of the store, and for performing other duties and responsibilities as assigned.
- Cashiering and providing assistance in merchandise stocking, pricing, and inventory.
- Offering assistance in locating merchandise.
- Preparing documents associated with ordering and receiving merchandise.
- Making records of customer preferences and buying habits.
- Providing clerical support to the sales team.
- Performing cash register transactions in an accurate and correct manner.

● RAK PALACE September 2018-September 2020

Cashier
Ras Al Khaimah, UAE

- Working on a cash register in a busy store providing a high quality, customer driven service and acting as the first point of contact for customers.
- Helping to build the business by engaging in a polite and friendly way with every customer.
- Providing customers, a personalised, friendly and efficient cashiering service.
- Taking payments from customers via cash, cheques and credit cards
- Undertaking till balancing & administration activities in an efficient manner.
- Compiling and maintaining monetary and also non monetary reports and records

AWARDS AND RECOGNITIONS

Employee of the Month
July 2023
Lulu Hypermarket, Ajman UAE

Outstanding Trainee
March 19, 2016
Alimannao Hills Penablanca,
Cagayan Philippines