

Kay Hernandez



Objective

To make use of my interpersonal skills to achieve goals of company that focuses on customer satisfaction and customer experience.

Profile

• Team Player • Organized • Result-Driven • Self-Motivated

Skills & Work Experience

Self-Motivation | Communication Skills | Ability to a team player
Ability to work under pressure | Ability to multi task | Patience and composure | Computer Skills.

ADMINISTRATOR / GENERAL

Aswaaq Retail LLC December 2018 to Aug 11 2023- Dubai, UAE

Duties & Responsibilities:

- In-charge daily admin operation at the supermarket, Managing the internal database
- Preparing local purchase order, Posting Invoices and return
- Assist any Kinds of Audit (Dubai Municipality inspection, Food Safety Audits, ISO & other internal audits)
- Coordinating with Head office on staff inquiries and service to ensure staff needs are facilitated in a timely manner
- Carry out general administration duties entrusted by line manager to ensure efficient day to day store operation
- Maintain electronic & hard copy filing system

Customer Service Ambient Aswaaq Retail LLC November 20 2014 till Dec 2018
Branch - Dubai, UAE

Duties & Responsibilities

- Attend to customer queries and needs to provide excellent customer service and achieve sales targets.
- Check and update sales price labels on all items to ensure billing accuracy and avoid customer complaints.
- Assist the supervisor/controller to purchase the required quantity and type of products as per market movement
- Keep the floor, assemble area neat and presentable, shelves tidy and arranged to project professional organization
- **Junior stock Clerk/Shopwise Philippines(Fortune Buddies Power Minds OF Asia(Dec2013-Sept2014)**
- **Junior stock Clerk/Bench Dasmariñas City Cavite Philippines July 3 2013 Nov 7 2013**
- **Sales Clerk/Makati supermarket(Alabang Muntinlupa City Philippines)January 12 2012 to July 5 2012**

Contact Information

📍 Dubai, U.A.E

☎ 058-662-4149

✉ hernandezkay0903@gmail.com

Personal Profile

Date of Birth: October 27 1989

Civil Status: Married

Religion: Roman Catholic

Languages: English, Tagalog

Education

VOCATIONAL (Caregiving NC II)

Visa Status

*Visit Visa

This is to certify that the information stated above are true and correct to the best of my knowledge

Kay Hernandez(Applicant)