



**LIECIL V. CATALAN**  
Alsafadi Building, Al Rigga, UAE  
Email: [liecil.catalan@yahoo.com](mailto:liecil.catalan@yahoo.com)  
Contact No.: **0589318064**

## **PROFESSIONAL EXPERIENCES:**

### **BRANDS FOR LESS**

City Walk, Dubai, UAE

Position: **SHOP CASHIER**

Sept. 7, 2020 to March 2022

#### **Duties and Responsibilities:**

- Greet customers entering establishments.
- Answering telephone calls.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain clean and orderly checkout areas.
- Displaying items and adjusting the area.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners
- Making daily sales Report.
- Deposit cash every day.

### **WELLNESS LLC (QUALITY GULF GO)**

#### **OLDENHOF SHOP**

Arabian Center, Dubai UAE

Position: **SALES**

May 30, 2018 – July 22, 2020

#### **Duties and Responsibilities:**

- Greet customers entering establishments.
- Answering telephone calls.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners
- Making daily sales Report.
- Deposit cash every day.

## **EMAAR ENTERTAINMENT LLC**

### **KIDZANIA DUBAI MALL**

Position: **ESTABLISHMENT ANIMATOR**

November 6, 2016 – March 29, 2018

#### **Duties and Responsibilities:**

- Guides VIP visitors properly, answer questions, show them the sights maintain proper protocols with VIP visitors until the VIPs leave or are handed off to the awaiting manager
- Assists VIP's upon arrival either expected or unannounced by guiding them through the park under VIP protocols, answer any questions show the whole park make sure that they are treated according to their wishes and in accordance of VIP Protocols.
- Supervises all establishments in all zones and able to rotate between zones.
- Develops the establishment's activities according to the script.
- Ensures to be the ambassador of Kidzania and of the sponsor present in the establishment or role playing area at any time.
- Performs additional tasks when instructed by management/coordinators from time to time.
- Operates and process KidZos transaction accurately.

## **ONE STOP MINIMART DUBAI MALL**

Dubai Mall, United Arabs Emirates

Position: **TELLER / CASHIER**

March 23, 2015 –July 31,2016

#### **Duties and Responsibilities:**

- Greet customers entering establishments.
- Answering telephone calls.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners

## **TRAININGS AND AWARDS:**

- **Over all top Performer 2017- Emaar Entertainment LLC – July 2017**
- **Remarkable Performance in Delivering Kidzania's Edutainment Activities – Emaar Entertainment LLC –September 28<sup>th</sup> 2017**



## **EDUCATIONAL BACKGROUND:**

### **TERTIARY EDUCATION:**

#### **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

Major in Computer Technology

Sultan Kudarat State University – Isulan Campus, Phil.

**June 2008-April 2012**

### **SECONDARY EDUCATION :**

#### **STA CLARA NATIONAL HIGH SCHOOL**

Sta Clara, Kalamansig, Sultan Kudarat, Phil.

**June 2002-March 2006**

### **PRIMARY EDUCATION :**

#### **STA CLARA ELEMENTARY SCHOOL**

Sta Clara, Kalamansig, Sultan Kudarat, Phil.

**June 1996-March 2002**

**PERSONAL INFORMATION :**

Name: **LIECIL VENTURA CATALAN**  
Age: 34 years old  
Date of Birth: April 29, 1989  
Place of Birth: Sta. Clara, Kalamansig, Sultan Kudarat, Philippines  
Civil Status: Single  
Religion: Roman Catholic  
Height: 5'2"  
Weight: 50 kgs.  
Passport Number: P6283467C

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**LIECIL V. CATALAN**

Applicant