



## Personal Information

Mobile: 058-8349-393/052-5063-709

Email:mariloupalaran25@gmail.com

Address:Al Rigga, Dubai UAE

Nationality:Filipino

Age : 30 yrs Old

## Objectives

To excel in a suitable position by applying my academic and professional experience and strive towards fulfilling the responsibilities assigned to me. I perform the best in my field. I assure to uphold your quality standards policies and production.

## Education

Computer Science - SY:2009 - 2011  
Certificate NCII - Computer  
Hardware - City of Caloocan  
Manpower Training Manila,  
Philippines (SY - 2012)  
High School

Graduated in Caloocan High School  
Manila Philippines (SY-2008)

## Personal Qualities

- Hard Working and dedicated.
- Able to work as part of a team & individually and can work under pressure.

# MARILOU P. LIBUNAO

**SALES ,CASHIER/  
RECEPTIONIST  
OFFICE ASSISTANT**

## WORK EXPERIENCE

### **PASTRY CHEF (2019-NOVEMBER - 2021)**

#### **AI SAFRA AL SHAMEYA LLC.**

- Prepare all pastry items as a required by the business.
- Prepare clean and organize ingredients for use in the kitchen.
- Ensure the kitchen is clean and sanitize at all items.
- Maintain the cleanliness around of the kitchen.

### **CASHIER (DECEMBER - 2016)**

#### **DAY TO DAY - DIERA DUBAI UAE.**

- Great customers as they arrive in the store and provide them with information regarding products.
- Collect payment by accepting cash or card from the customer.
- Give the exact amount for the change of the customer.
- Scan goods and ensure pricing is accurate.

### **RECEPTIONIST (2017-2019)**

#### **AMF Food Industries - Diera Dubai UAE.**

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (pens, forms and brochures).

### **CASHIER CUM OFFICE ASSISTANT**

#### **(FEBRUARY-2022 UP TO PRESENT)**

#### **ALDAYAA LEBANESE BUTCHERY LLC.**

#### **UPTOWN MIRDIF, DUBAI UAE.**

- Must be multi - Tasking while doing Cashiering.
- Making ERP for input the invoice for preparing the purchasing order.
- Monitoring the staff leave and attendance as well.
- Making order for the supplier.
- Making sales report before ending the duty.
- Follow up the supplier not meet up the date what they given.
- Inventory Everyday as follow the rules of the company as well.

**MARILOU P. LIBUNAO**

APPLICANT