



Mary Jane Mabutas

mabutas.maryjane@yahoo.com +971565736290 Al Barsha 1 License no. 4680632
 22/12/1989 Filipino P8405498A facebook.com/maryjane.mabutas.77

EXPERTISE

Customer Focus ● ● ● ● ●
POS Operations ● ● ● ● ●
Computer ● ● ● ● ●
Drawer Balance ● ● ● ● ●

SKILLS

English Communication ● ● ● ● ●

CERTIFICATES

Basic Food Hygiene: Level 1 & 2

Customer Service: Phase 1,2 & 3

HABC(HACCP): Level 2

Product Awareness Training

PROFILE

To secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

CASHIER / CUSTOMER SERVICE ASSISTANT
AL BAWARDY GROUP/ SPINNEYS (2nd Largest retail store in UAE)
02/2015 – 05/2017 | Dubai, UAE

- Greeting customers at the checkout counter.
- Scanning and bagging items for customers.
- Processing cash, credit card & mobile payments.
- Providing customer service and resolving issues & complaints.
- Maintaining a clean and organized checkout area.
- Balancing a cash registers at the end of the shift.
- Handling returns and exchanges.
- Following cash handling procedures and security protocols.

ADMINISTRATION CLERK
AL BAWARDY GROUP/ SPINNEYS (2nd Largest retail store in UAE)

- Managing and organizing electronic and paper files.
- Answering and directing phone calls.
- Managing store and office supplies and inventory.
- Assisting with scheduling appointments and meetings.
- Providing administrative support to staff and managers.
- Data entry and database maintenance.
- Processing and filling paperwork.
- Creating reports and presentations.
- Assisting with documents preparation and editing.
- Coordinating office activities and events.
- Maintaining confidentiality of sensitive information.
- Following office procedures and policies.
- Providing excellent customer service to clients and visitors.
- Collaborating with colleagues to ensure efficient operations.

EDUCATION

BS Hotel Restuarant Mngt.
2010 | Philippines