**Maria Roselle M. Wenceslao**

Current work Address:Safeer Market, Dibba, UAE

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***Sales Assistant/ Cashier, Office or School Admin Staff***

Self motivated person who is organized, disciplined and results oriented. Able to meet deadlines and can take work pressures. Easy to adopt new environment and work well with people in all levels of organization. Strong PC/ spreadsheets skills, excellent multi-tasking and organizational aptitudes. Well experienced in the field of sales and office assistance.

**Objective:**

Looking for the opportunity to work as entry level assistant to a reputed company.

**Personal Profile:**

Sex : Female

Nationality : Filipino

Marital Status : Single

Birth Date : 22 Oct 1985

Visa Status : Cancelled visa

Languages : English & Tagalog.

**Education:**

Secondary School, Malolos Marine Fishery and Laboratory, Bulacan, Philippines

* High School Diploma, March 2002

**Work Experience:**

**Cashier: Al Safeer Group of Companies, UAE (February 2012 to present).**

* Handling all cash and credit transactions in department store environment.
* Issue receipts, refunds, credits, or change due to customers. Bag, box and wrap merchandise.
* Calculate total payments received during a time period and reconcile this with total sales.
* Process merchandise returns and exchanges.
* Balanced cash drawer at close of shift.
* Handled customer inquiries and solved billing problems.
* Dealt with a diverse customer population.

**Sales Assistant: Marvee Food Products, Bulacan, Philippines (Jan 2009 to Oct 2011)**

* Greet and entertain customer
* Place, arrange and display products in the showroom
* Process sales transaction and records
* Wrap merchandise
* Maintain shelves, counters and tables

**Office Assistant: Macau School District, Macau-China (Mar 2005 to Nov 2008)**

* Work to support other offices staff, run errands
* Operate office equipment like copiers and fax machines
* Deliver interoffice memo and mails

**Day Care Attendant: Bulacan Day Care Center, Philippines (May 2002 to 2005)**

* Work to support other offices staff, run errands
* Looked after kids aged between 4-6, throughout the day
* Encouraged children to play indoor and outdoor sports
* Assisted in the annual event organized at the playgroup

\*References available upon request