

NILDA G. DOMINGUEZ

WORK EXPERINCE

**MONITORING STAFF
ILA EXPRESS HAULER
JANUARY 2022 – DECEMBER 2023**

Job Description:

- Receiving and checking incoming delivery of motorcycles
- Monitor delivered and pending deliveries.
- Making a daily, weekly report and monthly report for all deliveries and discrepancies
- Expedite and route movement of incoming and outgoing shipments and transportation.
- Coordinate logistics partners for the process of shipping, freight containers and receiving products to customers.

**BRANCH CASHIER
TCA DIGITAL SQUARE INC.
JANUARY 2021 – DECEMBER 2021**

Job Description:

- Processing and receiving payments from the customer, making sure all cash received is correct.
- Checking card transactions payments of customers
- Bank reconciliation of all card and cash sales transaction.
- Making sure all the daily cash and card transactions are balance.
- Making daily report submitted to the Head Office.

**QUALITY ASSURANCE STAFF
NIDEC PHILIPPINES
JANUARY 2003 – DECEMBER 2020**

Job Description:

- Documenting and reporting product and service quality levels.
- Performing routine inspection and quality test.
- Ensuring that products and services meet the established standards set by the company.

EDUCATIONAL ATTAINMENT

Bachelor of Science in Business Administration
Manila Central University, Caloocan City

I hereby certify that the statement made is true and correct to the best of my knowledge.

**NILDA G. DOMINGUEZ
Applicant**



CONTACT DETAILS

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PERSONAL INFORMATION

Nationality : Filipino
Gender : Female
Language : English &
Tagalog

KEY SKILLS AND CHARATERISTICS

- Attention to Details
- Ability to work collaboratively as part of the team.
- Interpersonal skills.