

# NILDA G. DOMINGUEZ

## WORK EXPERINCE

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**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

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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

**ADDRESS:**  
AL RIGGA DUBAI

**MOBILE:**  
+971 52-789-3463 / 050-9247296

**EMAIL:**  
[nildadominguez0201@gmail.com](mailto:nildadominguez0201@gmail.com)

## 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.