

Nerissa A. Jimenez

Email:

jimeneznerissa99@gmail.com

Mobile No. 055-879-3503

Address: Sharjah, U.A.E.

**QUALIFIED AS CAREER OBJECTIVE**

To give my best in my professional pursuit of overall benefit and growth of the company that I serve by facing the challenges.

PERSONAL PROFILE:

Ten (10) years in the field of cash and sales clerk and possessing a desire to succeed, target driven tenacious along with a first class customer service ethic.

And a two (2) years experience in secretarial job that gives me an excellent communication skill and self confident.

Motivated, driven and focused on achieving in my career success.

WORKING EXPERIENCES

- Company : Al Bait Al Soory Supermarket LLC
Position : Cash Desk Clerk / Customer Service
Date : 2015-2022

Duties and Responsibilities:

- ✓ Serves customer by providing product and service information.
- ✓ Implement best practices in sales and good service activities to customer.
- ✓ Responds to customer needs and requirements.
- ✓ To ensure products and display are in good saleable condition at all times.
- ✓ Interaction with supplier and customers.
- ✓ Monitor of inventory level of assigned outlet.
- ✓ Giving the type of respect you should be given as a customer.
- ✓ Responsible for cash register operation during his / her assigned shift
- ✓ Responsible for maintaining record of all barcodes
- ✓ Putting barcodes
- ✓ Computes cash registers.
- ✓ Maintaining data bases
- ✓ Entering accurate data and barcodes.

- Company : Al Ahli Supermarket LLC
Position : Cash Desk Clerk / Cashier
Date : 2012-2014

Duties and Responsibilities:

- ✓ To ensure products and display are in good saleable condition at all times.
- ✓ Interaction with supplier and customers.
- ✓ Giving the type of respect you should be given as a customer.
- ✓ Responsible for maintaining record of all barcodes
- ✓ Putting barcodes
- ✓ Computes cash registers.
- ✓ Maintaining data bases
- ✓ Entering accurate data and barcodes.

- Company : Asialink Finance
Position : Secretary / Admin Assistant / Receptionist
Date : 2010-2012

Duties and Responsibilities:

- ✓ Handling Outgoing / Incoming calls.
- ✓ Receiving and sending emails.
- ✓ General Correspondence
- ✓ Maintaining Files
- ✓ Updating and reporting of the details job.
- ✓ Interaction with Supplier and clients.

EDUCATIONAL ATTAINMENT

Tertiary School
AMA COMPUTER LEARNING University SCHOOL
Computer Literacy – (2009)
Nueva Ecija, Philippines

Secondary School
Pambuan National High School – (2008)
Nueva Ecija, Philippines

Primary School
Gapan North Central School – (2000)
Nueva Ecija, Philippines

RELEVANT SKILLS:

- Proficient in using computer (MS word. Excel, PowerPoint)
- Enthusiastic, quick to learn with good inert personal and organizational skills.
- Have a high sense of responsibility.
- Have a competitive attitude and can thrive under pressure.
- Well organized, eager to learn and pro active.
- Having the necessary drive and enthusiasm required for a tough competitive industry.

PERSONAL INFORMATION

Civil Status : Married
Age : 36 Years Old
Nationality : Filipino
Sex : Female
Visa Status : Visit Visa

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Applicant