



ROMERA P. RIVERA

CONTACT

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ADDRESS:

Dubai, UAE

INTEREST AND SKILLS

- ❖ Quick learning and hardworking
- ❖ Good communication and presentation skill
- ❖ Independent and self-motivated
- ❖ Organized and best structured at work.
- ❖ Easy to get along with
- ❖ Dynamic and patience

PERSONAL INFORMATION

D.O.B: 14/05/1991
Nationality: Philippines

LANGUAGE

English
Tagalog

OBJECTIVE

To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my fields, and I assure to uphold your quality standards, policies and procedure.

EDUCATION

- ❖ Bachelor of Science
- ❖ Public Administration

WORK EXPERIENCE

Position : Office Staff
Company : Japanese Company
Duration : 2013-2015
Address : Philippine

Position : Cashier Associate **Company :** SM Sanford Marketing Corporate
Duration : 2016-2018
Address : Philippine

Position : Cashier **Company :** West Zone Group & Co.
Duration : 2019-2021 **Address :** Dubai Land, UAE

Position : Cashier **Company :** BAQER Mohebi Super Market
Duration : Still Working **Address :** Bur Dubai, UAE

RESPONSIBILITIES

- ❖ Operates front front office posting software. □
- ❖ Obtains the house bank and keeps it balanced.
- ❖ Completes cashier pre-shift supply checklist.
- ❖ Completes guest check-in procedures.
- ❖ Clarifies customers question or concerns about the charges on their bills.
- ❖ Maintains adequate supplies of outlet stationery for cashiers.
- ❖ Assists with distribution of month end reports as directed by accounts or front office manager.

DECLARATION

I hereby declare that all the details given above are true and correct to the best of my knowledge and belief.