

EMY RUTH C. BAYOG

Phone : +971554508549

E-mail: imeecalmabayog@gmail.com

Address: Muraqqabat, Deira, Dubai, UAE



PERSONAL INFORMATION

Gender: Female

Nationality: Filipino

Date of Birth: June 21, 1990

OBJECTIVE

To secure a position that allows me to grow professionally while making a positive impact on the company.

SKILLS

- Good customer service.
- Fast-learner.
- Active listening.
- Good communication.
- Team player.

EDUCATION

NEW LUCENA POLYTECHNIC COLLEGE, ILOILO, PHILIPPINES (JUNE 2006-APRIL 2008)

Bachelor of Science in Midwifery

EXPERIENCE

SALES OFFICER/CASHIER (JULY 2021-DECEMBER 2024)

Greenhouse Gifts (LLC)

- Greet customers and ensure a positive guest experience.
- Manage all transactions using POS system including cash, card payments, and cheques.
- Scan goods and ensure pricing is accurate.
- Keep a report of transactions.
- Cross sell products and introduce new ones.
- Restock, arrange, and organize merchandise.
- Provide professional and courteous service at all times.

CLEANER (MAY 2017-JUNE 2021)

Akkad Pest Control Services

- Sweeping, vacuuming, and mopping floors.
- Clean commercial buildings, offices by emptying trash cans, servicing restrooms and wiping down communal surfaces.
- Tackle heavy cleaning jobs upon request.
- Ensure outside walkways remain clear and free of debris.
- Notify building and offices management of any repairs required.
- Mix and dispose of all cleaning solutions appropriately.

EXPERIENCE

SALES CLERK (JANUARY 2014-APRIL 2017)

SM Department Store, Philippines

- Greet customers and inquire about their needs.
- Take inventory, stock, and restock merchandise.
- Advise customers and assist when needed to locate or replace products.
- Work with other team members and leaders to ensure a high-quality customer experience.
- Assist with preparations for display, windows, trade shows, etc.
- Resolve customer complaints, guide them and provide relevant information

CASHIER/SALES CLERK (JULY 2012-JANUARY 2014)

SM Cinema, Philippines

- Greet customers and take food orders.
- Take inventory, stock, and restock merchandise.
- Resolve customer complaints, guide them and provide relevant information.
- Operates the cash register and receives payment from customers in cash, accurately counts and provides change to customers as required.
- Receives inventory, moves and lifts food and beverage products and supplies.
- Work with other team members and leaders to ensure a high-quality customer experience.
- Keep a report of transactions.
- Track sales and keep copies of receipts.
- Clean and sanitize the work station and equipment.