

# Zaila C. Labachado

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## Objective:

To obtain a position that will enable me to use my experience and ability to work well with people.

## Experience:

- **Cashier** – Oiland Gasoline Station– Silang, Cavite(Sept. 2, 2021– May 31,2024)
- **Assistant Manager** (Central Cashier Office) – June 2016 –September 2020  
Carrefour Al Ghurair Mall – Dubai, UAE
- **Supervisor** (Central Cashier Office)– March 2015– May 2016  
Carrefour Al Ghurair Mall– Dubai, UAE
- **Supervisor** (Central Cashier Office)– Dec 2014– February 2015  
Carrefour Madina Mall– Al Qusais, Dubai, UAE
- **Main Safe Clerk** ( Central Cashier Office)– July 2013– November 2014  
Carrefour Madina Mall– Al Qusais, Dubai, UAE
- **Cashier** (Central Cashier Office)– May 2012– June 2013  
Carrefour Madina Mall– Al Qusais, Dubai, UAE
- **Cashier**– October 2011–March 2012  
Robinson Supermarket– Tagaytay City, Cavite, Philippines
- **Cashier** –June 2009– August 2011  
Waltermart Supermarket – General Trias, Cavite, Philippines



## **Jobs Description:**

### ***Cashier***

- Receiving cash or cards sales from crew
- Making and sending report/ other concerns from email to Head office
- Making deposit sales
- Maintaining the cleanliness of station
- Receiving delivery product, hand over the other documents to Head office.
- Helping the crew in forecourt with customer complain.

### ***Assistant Manager***

- Motivate the staff for everyday routine
- Observe and evaluate the work of the staff
- Supervise and delegate the work to the team (supervisor)
- Sending email to Head office
- Doing the Weekly and Monthly report
- Make the Weekly Schedule for the Supervisor, Cashier and Trolley boy
- Follow up to supervisor the work that delegate such as cleaning trolley, collection of trolley, monitoring the cash counter and other work.
- Handle and manage the customer complain.

### ***Supervisor***



- Handling complain to customer such as price mismatch, double charge to their card and etc.
- Monitor the queue at the cash line
- Supervise the cashier and trolley boy
- Assist the customer for their inquiries
- Answering the phone call of the customer
- Daily basis sending email

### ***Main Safe Clerk***

- Receive the sales money to the cashier
- Arrange the document of the cashier
- Make Safe Control
- Make loan of the cashier
- Deposit the sales
- Doing the daily report and sending email

### ***Cashier***

- Warm welcome and smile to the customer
- Assist the customer for their inquiries in the cash counter
- Receive any mode payment such as cash, card, voucher and others
- Always check the cleanliness at the cash counter
- Encourage the customer to come back to the store by saying “Thank you come again”.

### **Educational:**

**Associate in Business Information Management – April 2009**

**Asian Institute of Computer Studies- Bacoar, Cavite, Philippines**

### **Skills:**

- MS Word /Excel
- Encoding / Bookkeeping
- Customer Service Assist



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**Profile:**

Age: 34 years old

Birth Place: Rosario, Cavite

Birth Date: June 21, 1990

Religion: Christian (Born Again)



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