



PERSONAL DATA

Date of Birth: March 24, 1996
Civil Status: Single
Gender: Female
Nationality: Filipino
Height: 5'5
Religion: Christian

CONTACT INFORMATION

Mobile: +971 589723036
Email: cunanangiselle1@gmail.com

EDUCATION

Bachelor of Science in
Business Administration
Major in Business
Management

Mary the Queen College Inc.
Pampanga, Philippines
2013-2017

SKILLS

Proficient in Microsoft Office
Application
Ability to adapt

Giselle B. Cunanan

A bachelor's degree holder seeking an administrative position in a reputable organization. A hardworking individual that can contribute to the success of the company while gaining experience in the Administrative and Banking field.

PROFESSIONAL EXPERIENCE

Rio Travels LLC (Al Satwa, Dubai, UAE) March
2022-May 2024 **Cashier/Administrative
Assistant**

- Maintain and organize office files, records, and documents.
- Respond to emails and other correspondence in a timely and professional manner.
- Handle inquiries and provide information as needed.
- Perform general clerical tasks such as encoding in TALLYERP, ZOHO BOOKS, photocopying and filing.
- Coordinate and support special projects as assigned.
- Collect payments whether in cash or credit.
- Issues receipts, refunds, changes of tickets.
- Track and monitor receipts and encode them on balance sheets and report any discrepancies.
- Count money in cash drawers at the beginning and end of shifts to ensure the correctness of all transactions.
- Resolve customer complaints, guide, and provide relevant information.

R K Home Builders (Pampanga, Philippines)

Jan 2018 - Jan 2019

Cashier

- Registers sales on cash register by scanning items, itemizing, and totaling customer's purchases.
- Provide a positive customer experience with fair, friendly, and courteous services.
- Resolves customers' issues and answers queries.
- Process returns and refund transactions.
- Stock shelves and mark prices on shelves and items.