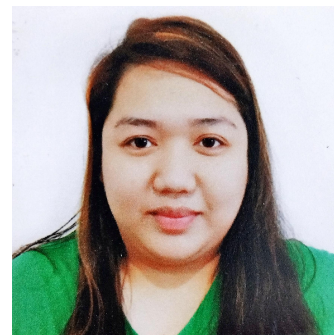


Jamaia Ilescas

RECEPTIONIST, SALES CUM CASHIER, OFFICE STAFF

Al Rigga, Dubai UAE | 058 955 3198 | jamaiaandres@gmail.com



Objective

Seeking for a position as a Receptionist/ Sales/ Cashier/ Inventory Analyst, in order to utilize customer service skills, sales experience, and organizational abilities. Utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Experience

AI RAWAQ G. TRADING LLC | Sales officer cum Cashier

2023 - 2024

- Greet customers and accompany them while choosing items
- Well-versed in performing credit, debit, gift card, and cash transactions
- Know how to use POS / MS word / Excel
- Contact Supplier when stock needed
- Doing inventory of items inside the shop
- Follow established cashing procedures and policies

PRESS 1 COMMUNICATION | Chat Support

2022 - 2023

- Replying to customer queries
- Handling customer complaints
- Resolving issues as soon as possible
- Offering instant assistance for troubleshooting and technical issue
- Monitoring the effectiveness of customer support
- Arranging training programs for support agents on a regular basis

ORION CEPHEID INC (DATABLITZ) | Office Staff cum Inventory Analyst

2021 – 2022

- Assissting Riders for their everyday deliveries
- Encoding all the deliveries
- Filling all documents
- Answering call for the customer concerns
- Booking courier for Same day deliveries
- Doing inventory every end of the month
- Computing COD remittance then give it to accounting department
- Everyday reporting fulfillment sales report to the owner

STAR WORLD TOURISM TRAVEL AGENCY | Receptionist cum cashier

2020 - 2021

- Encoding, typing and printing various documents
- Photo copying, sorting and filling of documents

- Routing of memos to concerned departments / office as needed
- Receiving phone calls from personnel within and outside the office
- Arranging and maintaining office equipment
- Performs other associated duties that superiors may asked
- Organized in every task or project that assigned to me

AI RAWAQ G. TRADING LLC | Sales officer cum Cashier

2018 - 2020

- Greet customers and accompany them while choosing items
- Well-versed in performing credit, debit, gift card, and cash transactions
- Know how to use POS / MS word / Excel
- Contact Supplier when stock needed
- Doing inventory of items inside the shop
- Follow established cashing procedures and policies

Education

Osias College Inc. | 2013 - 2015

2013 - 2015

- Hotel and restaurants services (Vocational)

Pulong Buhangin National High School

2009 - 2013

- High school Diploma

Skills & abilities

- Excellent customer service skills – 95 %
- Ability to identify and sell products based on consumer needs – 90%
- Knowledge with Microsoft Office including Word, and Excel – 90%
- Team player who can work well with various personalities – 95%
- Ability to multitask in a fast-paced environment – 95%
- Ability to work little or no supervision – 100%
- Answer phone calls in a professional manner – 95%

CHARACTER REFERENCE

Available Upon Request

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


JAMAIL ILLESCAS

Applicant