



CONTACT

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QUALIFICATIONS

- Strong personal Motivation with a proven ability to build and work collaboratively in a team.
  - Excellent interpersonal skills resulting in exceptional rapport with people.
  - Able to deal professionally courteously and tactfully with general public in a variety of circumstances.
  - Focused ,emotionally stable, multi-task oriented.
- . 10 Years Experience in UAE

PERSONAL DETAILS  
DATE OF BIRTH : NOV. 30 1989  
GENDER : FEMALE  
NATIONALITY : PHILIPPINES

JENELYN B. PREGUA

OBJECTIVES

To obtain a career which will offer variety of challenges and responsibilities that would enhance my skills, abilities and educational background; to fully utilize my expertise in terms of human relations.

EXPERIENCE

- JANUARY 2015 - JAN. 2025

SALES PERSON & CASHIER

Al Saefer Group of Companies

- In-Charge of handling files and documents related to the project
  - Inventories, organizes, and maintain stocks of the items,
  - Communicating the customers, assisting them properly and nicely to choose the right product and demonstrating knowledge of the product being sold
  - Do online processing order,
  - Invoicing ,SAF encoder
  - Operating cash
- June 2014- Jan.2015

SALES & CASHIER

COMICALLY ROBINSON PLACE PHILIPPINES

- ❖ Promoting company's product, performing cash, cheque, visa transaction, deposit money and making stock inventory.
- June 2010- NOV.2010

ADSVERTISE AND PROMOTING

SM DELGADO PHILIPPINES

- ❖ First full time job right after i graduated college, I do promote the sales items, answers customers question concerning price and use the product, giving flyers and managing daily sales.
- July –September 2024

PIONEER MEDICAL SERVICE

- ❖ Checking vital signs such as blood pressure, heart rate pulse, RBS, pulse rate
  - ❖ Home management And care planning
  - ❖ Patient personal hygiene and care
  - ❖ Monitor medication
  - ❖ Assist with basic need

**EDUCATION**

<b>2009-2010</b>	WESTERN VISAYAS COLLEGE OF SCIENCE AND TECHNOLOGY <b>Bachelor of Science in INDUSTRIAL TECHONOLOGY</b>
<b>JULY 19 2024</b>	COMPLETE 6 MONTHS COURSE CAREGIVER WITH BLS CERTIFICATE IN FILIPINO INSTITUTE AL AIN

**CERTIFICATES**

- ❖ Basic Life Support Certified
- ❖ Adults First Aid Certified

**PERSONAL SKILLS**

- Sincere, Honest and Hardworking
- Quick learner and confident to take up challenging task
- Time management
- Excellent communication skill
- Ability to work under pressure
- Dealing with the customer
- Computer literate

**VISA STATUS**

- ❖ Finish contract

***DECLARATION***

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I assure you the best of services, if given an opportunity to work in your esteemed organizations. I hereby declare that the details furnished above are true and correct; the information presented in this resume accurately reflects my qualification and experienced.

**JENELYN B. PREGUA**  
**Applicant**