



Jenny Lirio

Customer Service/ Cashier

CONTACT



Bur Dubai,
Dubai, United Arab Emirates



+971509500488



jennylirio011@gmail.com

PERSONAL INFORMATION

- Gender: Female
- Civil Status: Single
- Date of Birth: January 11, 1982
- Nationality: Filipino
- Height: 5'3ft

SKILLS

- Verbal and Written Communication
- Muti tasking
- Report Preparation
- Microsoft Excel
- Store merchandise stocking
- Cash Register Systems
- Credit and Cash Transactions
- Product and Service Sales
- Customer advising
- Service-Oriented
- Complaint handling
- Adaptable and Flexible

LANGUAGES

English

Fluent

Tagalog

Native

PROFESSIONAL SUMMARY

Committed and hardworking Cashier with 15 years of experience processing transactions and assisting customers. Dedicated to answering customer questions and resolving issues. Creative problem-solver capable of helping customers with various needs and getting support from managers for complex issues. Proficient in handling money and possessing a strong understanding of retail operations. Focused on keeping work areas clean, neat and professionally arranged. Strong team player, with good listening skills and attentive, detail-orientated nature.

WORK HISTORY

Office Assistant

11/2003 – 05/2007

Earvin Enterprises – Manila, Philippines

- Welcoming and assisting visitors in a friendly and professional manners.
- Handling basic inquiries and sorting mail.
- Compiling receipts, purchase orders.
- Keeping an inventory office supply and ordering new ones as necessary.
- Carry out clerical duties such as filing, copying, and printing.

Customer Service/Cashier

06/2007 – 03/2023

Mercury Drug Corporation – Manila, Philippines

- Greet customers entering store and responded promptly to customer needs.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Track transactions on balance sheet and report any discrepancies.
- Upsold additional product and service to customers, increasing revenue.
- Educate customers on promotions, offers and special events to enhance product sales.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Help customers complete purchase, locate items, and join reward programs.

EDUCATION

Bachelor of Science in Commerce: Major in Business Administration

Concordia College – Manila, Philippines (June 1999 – October 2003)