

Jennifer L. Montanez

Electra Murawah bldg, Adnoc Najda

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OBJECTIVES

A challenging position which might utilize my educational qualifications, work related experience, acquired capabilities and with the opportunity for professional based on performance.

WORK EXPERIENCE;

Peninsula Food and Drinks LLC
Khalifa Park, Abu Dhabi City
September 20, 2021 to September 20, 2023
Cashier/Sales Assistant

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Answering phone calls for delivery and preparing all the ordered by customer
- Answering various questions related to products price and even product guarantees.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

Select Market LLC
Alreef Village, Abu Dhabi City
January 2013 to July 25 2021
Shop Assistant/Cashier/Customer Service

- Greeting the customers who enter the shop.
- Engage with customers and endorses direct complain to superior for proper handling.
- Issue receipts ,refunds ,credit or change due to customers.
- Keep track of stock levels, order and receive to ensure that products are always available for customer.
- Keeping the store tidy and clean includes hovering and mopping.

Caltex Gasoline Station –Manila,Philippines
January 20,2009 to January 07 2011
Cashier

- Receive payment by cash,check,credit cards, vouchers or Automatic debit.

- Consistently offers high level of customers satisfaction through excellent service.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

PERSONAL SKILLS:

Strong Interpersonal skills, can work under pressure, accomplishes tasks with minimum supervision.

Can handle customer inquiries, complaints and request.

Active Listening

With good communication skills in spoken and written english

Computer Literate, Excellent cash handling.

EDUCATION

College

2004-2006 - **Interface Computer College**

Associate in Computer Secretarial

Secondary

1999- 2003 -**Dimasalang Nationalized High School**

Dimasalang, Masbate City

Primary

1993-1999 - **Dimasalang Central School**

Dimasalang, Masbate City

PERSONAL BACKGROUND

Age	:	37
Date of Birth	:	April 18, 1986
Nationality	:	Filipino
Civil Status	:	Married
Religion	:	Born Again Christian
Languages	:	English, Filipino, Masbateño

Visa Status : VISIT VISA

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

Applicant's Signature

Jennifer L. Montañez

Dear Sir/Madam

I would like to apply for any job position which is related to my work experience and educational attainment. Im interested in building and starting a career in your company.

In my 10 years experience in retail I encounter a lot of different types of people and I strongly say that I can easily handle different kinds of responsibilities, and if my profile did not pass in your requirements just because of lack of experience I really do believe that all things are being studied and learned, I love the challenge of doing and learning something new.

Looking forward for a positive reply and awaiting an interview call.

Respectfully Your's

Jennifer Montanez

