

Bernaditte Bagtoltol

Appraiser/Manager

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Address : Bohol Avenue, Toril, Davao City

Objective

My objective is to get an opportunity where I can make the best of potential and contribute to the organization's growth.

Education

Computer Innovations Center

2000

2 year Computer Secretarial

Grades - Your Grade

Experience

SM City Davao (Department Store)

09/16/2001 - 04/30/2002

Sales Attendant

Greeted customers.
Assisted customers finding their wants resulting in increasing in sales.
Assisted with inventory management, ensuring all items were properly displayed and restored.

Goldbrill Pawnshop, Inc.

04/30/2002 - 03/18/2005

EDP Personnel

Received and process daily transactions of all branches.
Process monthly reports, inventory and notices for customer's expired pawned items.

Goldvision Pawnshop, Inc.

04/16/2012 - 04/30/2015

Cashier



Skills

Cooking, sales, basic computer (Microsoft) love singing -----Level: Experienced

Reference

Robert John Florenosos - Cashier

Goldvision Pawnshop, Inc.

E : florenososrobertjohn@gmail.com

M : +639518179241

Received payments and issuing receipts and keeping tracks of all cash and credit transactions.
Customer service position and good knowledge of how cash registers operate.

Goldvision Pawnshop, Inc.

05/18/2015 - 10/20/2018

Audit Staff

Conduct inventory/audit all branches monthly and annually.
Conduct surprise audit if there is any case.

Goldvision Pawnshop, Inc.

10/22/2018

Appraiser/Branch Manager

Greeted customers.
Manage and resolve customer complaints regarding appraisals.
Delivers accurate description of product and/ or service to customer and take them through the sales process.
Maintains a high level of service with customers and meets performance target.
Work with customers and other employees; also collaborate with Operations Supervisors to improve branch process.