

**Teresita Guevarra Balala**

** DUBAI,UAE**

** 0556614744**

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 **Status: Tourist Visa**

SUMMARY

Expertise as sales, cash handler and server.

*Results include:*

Provide quality service and good

Skill and desire to excel the highest

 Sales target.

EXPERIENCE:

**Cashier,2016-Feb 10 -2020 @ Dubai,Uae**

 *Doner and Gyros Restaurant*

 **.**Great costumer entering the counter

 .Place their order accurately

 .Suggest the suggestive selling.

 .Receive payment by cash,credit cards,voucher and automatic debts.

 .Issue receipts to the costumer.

**Saleslady/Cashier,2014 -2016@Abu Dhabi,Uae**

*Wear Mart*

 **.**Welcoming costumers into the store.

 .Offer them advice on the available products.

 .Demonstrate products to meet their needs.

 .commumicate to costumers the impormation on sales promotions.

 .Arranged and display merchandise.

**Sales/Service Crew, 2013 – 2014 ® Manila Philippines**

*Fruits N Waffle*

.Receiving the items and ensuring that it’s on their best quality and looking fresh.

.Ensuring the cleanliness of the selling and workstation area.

.Welcoming the customers and providing them with the best products and promos.

.Check stocks daily.

**Field Researcher, 2012 - 2013@ Mania Philippines**

*Leo-Less Research and Management*

 . visiting all mall branches.

 . monitoring all products prices.

 . Report the the new flavor, packaging and price.

 . Auditing for all stocks.

**Waitress/Cashier, 2007 – 2012 ® Manila Philippines**

*Chef Akong Restaurant (Chinese cuisine)*

 .Greets guests, escorts them to tables, and provides menus.

 .Adjusts complaints of patrons.

 .Assigns work tasks and coordinates activities of dining room personnel to ensure.

 .Coordinate activities to other personnel. EDUCATION:

* **Computer Secretarial.** 2005 - 2007 ® Caloocan City Philippines

 *Holy Rosary College*

* **Secondary.** 1999 - 2003 ® Caloocan City Philippines

*Holy Spirit National High School*

* **Primary.** 1993 - 1999® Caloocan City Philippines

*A. Mabini Elementary School*

LANGUAGES:

* **Tagalog** (*Native/bilingual proficiency)*
* **English** (*Native/bilingual proficiency)*
* **Arabic** (*Limited working proficiency)*

PERSONAL DETAILS:

**Marital status:** Single

**Religion:** Roman Catholic