

MARIA AILEEN PRADO

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OBJECTIVE

To obtain an employment at the entry level with the company offering personal growth, challenge responsibility and secure a very challenging position that would give me an opportunity to apply my knowledge and skills as well to grow. Excellent administration and coordination experience.

Excellent command of the English language; oral and written. Capable of working independently with minimal supervision.

Versatile Sales Clerk focused on being productive and providing first rate service to all customers. Enthusiastic about resolving issues and maximizing company revenue with loyal, happy customers. Self-motivated individual recognized for exemplary customer service talents and cash handling accuracy. Expertise in merchandising and stocking and loss prevention. Committed to displaying positive, helpful attitude on daily basis.

EXPERIENCE

ASSISTANT STORE MANAGER

Viva supermarket
2022-Present

- Making sure that we reach the average daily budget
- Manage the staff by giving there specific task
- Ordering, receiving, expiry and daily store operation
- Inventories and item promotion and changing planograms
- Petty cash and cash flows are always balance

CASHIER/TEAM LEADER

Carrefour Supermarket
2012-2021

- Making sure that the cash flow is always balance
- Wrapping cash and coins in preparation of request for change
- Monitoring the cash levels and refills as needed
- Handling money order and petty cash
- Collects money sales receipts from cashiers and managers at the end of shifts

- Count all monies, compares and verifies totals against receipt or other documentation
- Updating all files such as foreign currency, petty cash, LPO and Safe Control and Checking and replying emails.

EDUCATION

Bachelor of Science: BUSINESS ADMINISTRATION Hospital and Home Health Care Management

Ateneo de Naga University – Philippines

SKILLS

Resolve customer complaint, Inventory Control Procedure, Excellent Multi-tasker, Employee Rescheduling, Cash Handling accuracy, Cash Register Operation, Plexis POS system operation, Cheerful and Energetic.