



SHERYL ROM

CONTACT

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Business Bay, Dubai U.A.E

EDUCATION

**Bachelor of Science in
Business Management
– Major in Marketing**

CAVITE STATE UNIVERSITY

Graduate

SKILLS

Knowledgeable in
Computer and in POS
(Point of Sale System)
Excellent in giving customer
service.

Has a positive and cheerful
attitude to develop good
relationship with the
customers.

Goal oriented.

Highly organized and can work
under pressure with minimum
supervision.

WORK EXPERIENCE

PERSONAL ASSISTANT

2023 upto present

**ONE HARMONY BY TANIA KASSIS
JUMEIRAH VILLAGE CIRCLE MALL,
DUBAI UAE**

SEPTEMBER 2023 UPTO PRESENT

Helping Teacher to manage students' behavior.

Carrying Out Administrative tasks.

Preparing class lists schedule.

Supervising the students in the field / in the event.

Making sure all the chairs and tables are set up correctly and ready
for the lesson

USHER

upto present

ART FOR ALL

MALL OF THE EMIRATES, DUBAI UAE

ZABEEL ZARAY THEATER, PALM JUMEIRAH, DUBAI UAE

Collect and checking valid ticket.

Answer various question.

Giving good customer Service.

Enforcing facility rules.

TEAM LEADER / CASHIER / BARISTA

**BOUZET JEDDO MALL OF THE EMIRATES,
DUBAI UAE**

2019-2023

Create an inspiring team environment with an open communication
culture.

Set clear team goals.

Delegate tasks and set deadlines.

Oversee day-to-day operation.

Monitor team performance and report on metrics.

Motivate team members.

Discover training needs and provide coaching.

Listen to team members' feedback and resolve any issues or conflicts.

Recognize high performance and reward accomplishments.

Encourage creativity and risk-taking.

Suggest and organize team building activities.

PAVILLION FOODS PROCESSING
Al Quoz, Dubai
June 2010 – upto July 2019
TEAM LEADER / FOOD COUNTER STAFF

Duties and Responsibilities:

- Dealing and interacting with customer to provide excellent customer service.
- Preparing the reports on daily basis and meeting the Superior once a week for review.
- Evaluating team members on how to give effort and work as a team.
- Giving a good customer service.
- Handling complaint from the staff /customer.

CASHIER/ WAITRESS

Duties and Responsibilities:

- Responsible for handling cash, credit card transaction with the customers.
- Count money in cash drawer at the beginning until the end of shifts to ensure that the amounts are correct.
- Resolve customer complaints, guide, and provide relevant information.
- Keep the reports of transaction.
- Taking order and give a good serving to the customer.

LASTMINUTE SUPERMARKET
Media city, Dubai
July 24, 2007- June 30, 2009
CASHIER CUM SHOP IN CHARGE

Duties and Responsibilities:

- Provides knowledgeable assistance to customers.
- Perform all duties of a retail sales staff as needed, including sales, cash handling, and merchandising.
- Responsible for stock inventory, receiving and places orders/requisition for merchandise.
- Reporting directly to the operation manager the over all operation of the shop

NUTRIPLUS COMPANY
The Gardens, Jebel Ali
May 2006 – June 2007
SALES LADY CUM DISTRIBUTOR

- Duties and Responsibilities:
- Selling of sandwiches, chocolates, juices, etc. at designated places
- Develop good rapport with the customers.
- □ Preparing daily sales report

EDUCATIONAL ATTAINMENT

Graduate, Bachelor of Science in Business Management – Major in Marketing

PERSONAL DATA

Birth Date : October 21, 1981
Civil Status : Single
Religion : Roman Catholic
Languages : English and Tagalog
Visa Status : Employment Visa