

JOYCE DUMAGUIN

Satwa Dubai City UAE
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Profile

Reliable and friendly Cashier with strong cash handling and customer service experience spanning over 10 years. Proven record of working effectively in a retail environment, managing cash register and performing related accounting procedures. Exceptional time management and multitasking skills. Focused on providing customers with excellence in check out services.

Enthusiastic Sales Associate with successful career years' experience. Highly professional with extensive training in effective. Communicating with customers including welcoming, assessing customer needs and answering any questions that the customer may have.

Skills

- Cash handling Accuracy
- Systematic planning ability
- Answering calls inquiry and assistance
- Strong Numerical and Analytical skills
- Fashion industry knowledge
- Knowledge in MS Word, Excel and PowerPoint
- Customer service-oriented
- Leadership Skills
- Team Working skills
- Communication skills
- Reliable and Punctual
- Creative
- Accounts Receivable and collection
- Inventory in Supply Management

Career Progression

CASH DESK CLERK
SADEEM BUILDING MATERIAL TRADING CO.
Dubai United Arab Emirates

Oct. 2017 To PRESENT

- Provides excellent customer services at all times and ensure customer satisfaction.
- Greets and welcome guest in friendly and professional manner.
- Received payments by cash and cheques.
- Issue Receipt, refunds, credits or change due to customer
- Maintain up to date knowledge of store policies regarding payments, returns and exchange.
- Count money in the cash drawers at the beginning of the shift to ensure that the amount is correct
- Monitor and Analyzed sales record

CASHIER
SALES LADY
BRANDS FOR LESS LLC
Dubai United Arab Emirates

Oct. 2015 To October 2017

- Knowledge and idea in selling Luxury and Fashion Jewelry, clothing, bags and shoes.
- Received payments by cash, check, credit cards, vouchers and automatic debits.
- Issue receipt, refunds, credits or change due to customer.
- Maintain up to date knowledge of store policies regarding payments, returns and exchange.
- Count money in the cash drawers at the beginning of the shift to ensure that the amounts are correct.
- Greet customers entering the establishment.
- Maintain clean and orderly check outs area.
- Establish or identify the price of the items, services and admission and tabulate bills using calculator and cash register.
- Handle and Resolved customer complains.
- Answer customer questions and provide information regarding with the procedures and return policies.

OFFICER IN CHARGE
CASHIER
SALES ASSOCIATE
DATABLITZ INC.
MANILA PHILIPPINES

October 2008 to October 2015

- Giving Knowledge in Latest console, software and hardware.
- Discussed type, quality and number of items required for purchase
- Recommended product based on individual requirements
- Answering phone calls politely inquiry and assistance.
- Advised customers on utilization and care of merchandise
- Provided advice to clients regarding particular products or services
- Explained the use and advantage of the product to customer
- Quoted prices and discounts as well as credit terms, exchange policies and warranties.
- Prepared sales contracts and accepted payment through cash, checks and credit card
- Assisted in display of merchandise
- Giving warm welcome and greetings to the customers
- Maintained sales records for inventory

LOAN OFFICER

April 2008 to October 2008

RHCN LOAN CENTER

BULACAN PHILIPPINES

- Approve loans within specified limits, and refer loan applications outside those to management to approval.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.
- Analyze applicant financial status, credit and property evaluation to determine possibility of granting loans.
- Explain to customers the different types of loans and credit options that are available, also terms for services.
- Obtain and compile copies of loan applicants' credit histories, corporate financial statement and financial information.

Education

COMPUTER INFORMATION

AIHU

Norzagaray , Bulacan Philippines

October 2007

COMPUTER PROGRAMMING

ST. JOSEPH COLLEGE OF BULACAN

Sta. Maria Bulacan Philippines

April 2007

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