



RAYMOND LEABRES PAZ

Senior Cashier



Abu Dhabi



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Result-oriented professional targeting senior level assignments with an organization of high repute as a **Sales Executive/ Office Work/ Document Controller/ Data Entry roles;** preferably in **Abu Dhabi**

CORE COMPETENCIES

Warehouse Management
Refunds/ Exchanges Management
Bagging Items
Data Entry & Analysis
Sales & Operations
Back-Office Operations
Documents Controlling
Store Management
Inventory Control

SKILLS

Collaborator
Communicator
Innovator
Planner
Thinker
Positive Approach

IT SKILLS

- MS-Word, MS-Excel & MS-PowerPoint

EDUCATION

Computer Programming from AMA Computer Learning Center, Gapan City, Philippines from **2009-2011**

PERSONAL DETAILS

Date of Birth: 28th Nov'1991

Languages Known: English & Filipino

Address: Zone 19 Mbz, Abu Dhabi, UAE

Nationality: Philippines

SUMMARY

- Dedicated and disciplined professional offering **nearly 9 years** of rich experience in **Cash management, Warehouse Management, Inventory & Delivery Management**
- Successfully **achieved the sales targets month-on-month**
- Responsible for **processing, receiving and issuing payments**
- Operate registers receipts to customers as they leave with their purchases
- A committed expert in providing **exceptional customer service** and displays a **positive attitude** when interacting with customers and employees
- Maneuver registers, scanners, scales and credit card/debit card terminals
- Accomplish basic math functions to collect payments and make changes in scanners, scales and credit card/debit card terminals
- Memorized product locations throughout the store** and be able to direct customers or make suggestions

PROFESSIONAL EXPERIENCE

Dec'12-Jun'22 | Senior Cashier (Liquor Shop) | National Corporation Tourism and Hotels, Abu Dhabi

Key Result Areas:

- Operating POS Machine at Liquor shop
- Greeting customers upon entry the store and helping in queries
- Assisting sales staff with stocking shelves keeping front lanes tidy and customers when required
- Supervising items for displaying at the shop & cross-checking the expiry dates on the same
- Assuring the proper availability of items before delivery
- Conducting physical monthly inventory of in-hand items
- Consistently maintaining picking/packing speeds with 100% accuracy
- Receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions
- Greeting customers when entering or leaving the store
- Tracking transactions on balance sheets and report any discrepancies
- Managing exchanges and refunds in a quick, efficient manner
- Providing advice or recommendations after understanding customer needs
- Registering sales and returns on a cash register by scanning and itemizing items and totaling customers' purchases
- Balancing the cash drawer at the beginning and end of a work shift

TRAINING

Jan'10-Mar'10

On The Job Training as an Encoder at Office School
Peñaranda National High School, Peñaranda, Philippines