



CLARE RODRIGUEZ LARIOSA

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. I am a quick to learn and willing to adapt to any job. I am competent, loyal, hard working employee with the ability to achieve tasks when working alone or as part of a team. I am punctual with an excellent attendance record.

SKILLS/QUALIFICATION

Problem-solving
Decision-making
Customers Assistant
Identification check
Drawer management
Fluent in english.
Cash registered skills
Time management
Arranging all documents
Microsoft Word Excel

EDUCATION

Adventist university of the Philippines
Silang Cavite
Computer Programming
2003

REFERENCES

Jameela Yousuf
BRANCH MANAGER -Ted Baker
Catherine Antonio
BRANCH SUPERVISOR -Ted Baker

Mr Islam
BRANCH MANAGER - APPE
Kamal Magdy
BRANCH SUPERVISOR -APPE

WORK EXPERIENCE

APPE (AL FUTTAIM GROUP)
SALES ASSISTANT

SANDRO (AL FUTTAIM GROUP)
SALES ASSISTANT

TED BAKER (AL FUTTAIM GROUP)
SALES ASSISTANT

- help locate product for customers, place order, place holds, process transactions and keep the sales floor organized and well-stocked
- customer service skills.
- the ability to work well with others.
- patience and the ability to remain calm in stressful situations.
- to be thorough and pay attention to detail.
- sensitivity and understanding.
- persuading and negotiating skills.
- the ability to use your initiative.
- excellent verbal communication skills.
- customer service skills.
- the ability to work well with others.
- patience and the ability to remain calm in stressful situations.
- to be thorough and pay attention to detail.
- sensitivity and understanding.
- persuading and negotiating skills.
- the ability to use your initiative.
- excellent verbal communication skills.

CARLOS CAFE / AL MASMAT MOES RESTAURANT
FILLING CLERK / CUSTOMER SERVICE CUM CASHIER
ASST MNGR / PURCHASING OFFICER
DUTIES & RESPONSIBILITIES

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones

NESTO HYPERMARKET
CUSTOMER SERVICE CUM
CASHIER
04/2020 - 04/2022
DUTIES & RESPONSIBILITIES

- Responsible for processing cash, debit, credit and check transaction or other point-of-sale
- system a retail environment.
- duties include balancing the cash register
- making change, recording purchases,
- processing returns and scanning items.
- help customers with complaints an questions,
- give customers information about products and services,
- take orders, and process returns.
- Is the assistance and guidance
- company provides to people before, during, and after they buy a product or service.
- There's a direct correlation between satisfied customers, brand loyalty revenue growth

TOSHIBA INCORPORATED
PHILIPPINES
Quality Control
03/2018 - 02/2020
DUTIES & RESPONSIBILITIES

- Read blueprints and specifications.
- Monitor operations to ensure that they meet production standards.
- Recommend adjustments to the assembly or production process.
- Inspect, test, or measure materials.
- Measure products with calipers, gauges, or micrometers.
- Operate electronic inspection equipment and software.

WORKING EXPERIENCE

WESTERN DIGITAL **06/2015-02/2017** **QUALITY ASSURANCE INSPECTOR** **DUTIES & RESPONSIBILITIES**

Monitoring, Inspecting and proposing measures to correct or improve an organization's final products in order to meet established quality standards

HAPPYDAY GENERAL TRADING LLC **03/2012-05/2015** **CASHIER SUPERVISOR** **DUTIES & RESPONSIBILITIES**

Coordinate the activity of other retail employees and in charge of recruiting and training staff, Assigning tasks, Conducting meetings, Accounting, Implementing safety guidelines, and taking disciplinary action when needed.

TAGAYTAY HIGHLANDS PHILIPPINES **01/2010 - 02/2011** **Receptionist** **DUTIES & RESPONSIBILITIES**

- Greeting visitors.
- Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring calls as necessary.
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Managing meeting room availability.

PRIMER GROUP OF COMPANIED **02/2007 - 12/2010** **DUTIES & RESPONSIBILITIES**

Maintaining Office Premises and Supplies, Monitoring stock inventory, filling, Monitoring Employee's and Company Files. Making Quotations, Delivery notes and tax invoice, telamarketing answering. Reporting to manager.

EMSCAI COMPONENT ASSEMBLY **INCORPORATED 10/2005 - 01/2007** **QUALITY CONTROL** **DUTIES & RESPONSIBILITIES**

Ensure that product quality is maintained or improved. Involves testing units and determining if they are within the specifications for the quality.

FUJITSU DIE TECH **03/2005 -09/2005** **QUALITY CONTROL** **DUTIES & RESPONSIBILITIES**

Quality control inspectors check the quality of incoming and outgoing materials or products for a company as well as the production procedures. This job involves tasks such as running tests, keeping a record of defects, analyzing products, and overseeing procedure

KERNEL TRAVEL AGENCY INTERNATIONAL BOOKING AND TICKETING **06/2003 – 10/2005** **MAHARLIKA WEST, TAGAYTAY CITY PHILIPPINES** **SECRETARY/MARKETING** **DUTIES & RESPONSIBILITIES**

- Scheduling flights based on customer needs and available flights, including checking weather conditions and making changes as needed
- Communicating with customers to answer questions about tickets, pricing, or flight schedules
- Collecting payment from customers for airline tickets, including cash, credit card transactions, checks, or money orders
- Entering customer information into a computer system to issue tickets or update records
- Ticketing agent jobs that involves processing electronic ticketing requests for customers or agents over the phone
- Explaining airport rules and procedures to passengers prior to boarding flights
- Processing refunds for lost or damaged tickets or reservation errors
- Explaining applicable fees and taxes for each ticket
- Processing boarding passes and checking identification of passengers prior to allowing them to enter the airport terminal

ACHIEVEMENT

Promoted as Cash Supervisor 2015
BEST Cashier 2018,2019,2020
BEST Loyalty Employees 2018,2019,2020
BEST Attendance 2019
Promoted as Assist Cash Manager 2023
Purchasing Officer 2023

DECLARATION

I do hereby declare that the above-mentioned information is true to be the best of my knowledge and belief. Future I am sure that if a chance is given to serve in your esteemed organization, I will give my full efforts towards the betterment.