



## 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.