

Sheryl B. Avila

Address: Bangued, Abra

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Position Applied for: Sales (cashier/saleslady, Gift wrapper, Flower Arranger, Caregiving, Housekeeping



POSITION:

- Handling cash counter using POS.
- Attend customer needs and queries.
- Arrange gifts and wrap with customer choice.
- Arrange flowers in all occasions.
- Home decorations and Hotel Decorations.
- Encoding items.
- Making daily reports on sales.
- Cashier cum data operator and encoder

WORK HISTORY:

PRIVATE TUTOR

June 2014 – October 2018

Tutorial (grade school pupils)

Bangued, Abra

- Advanced reading
- Teaching in making homework and projects
- Guiding the child in advance learning
- Reviewing before examination
- Advance study in all subjects

CAREGIVER

March 20, 2021 till present

- Taking care Dementia Auntie
- Preparing her food and medicine
- Assisting her in bath, putting pampers etc.
- Attending her in do some physical and mental learning
- Entertain her like singing, dancing playing ball and others to make her happy

HOUSEKEEPER CUM RECEPTIONIST

March 01, 2019 till March 19, 2021

- Cleaning and changing dirty linens everyday
- Vacuum floors and carpets
- Attend customer queries and needs
- Cleaning bathroom and checking toiletries if complete
- Doing laundry and folding lines and arrange in the storeroom
- Maintain cleanliness out and inside the Hotel premisses

CASHIER (SALES)

February 28, 2008 – January

08, 2011

Al Safeer Centre (Mall)

Mussafah Abu Dhabi

United Arab Emirates

- Cashier cum data operator encoder
- Garments Hyper Market and Appliances
- Receive Cash Payments by the customer
- Arranging in and out bond invoices
- Encoding items delivered
- Making LPO, outside orders

REMEDIAL ELEMENTARY CLASS TEACHER February 2006 – April 2006

San Antonio Elementary School

- Teaching prepares daily lesson plan, keep the pupils always safe clean and educated
- Follow up learning process

EDUCATION:

College

Divine Word College of Bangued June 2001 – March 2005
Bangued, Abra
Course
Bachelor of Science in Elementary Education

Secondary
Abra High School June 1992 – March 1996
Bangued, Abra

Primary
Bangued East Central School June 1986 – March 1992
Bangued, Abra

EDUCATION QUALIFICATIONS:

Bachelor in Elementary Education
Major in Science and Health (March 2005)
LET (Licensure Examination for Teachers Board Passer
Baguio City October 2005

PROFESSIONAL STRENGTH:

A hard working, result oriented person who believes that no challenge is impossible.

Language: English, Tagalog, Basic Arabic5 years' experience in United Arab Emirates (Abu Dhabi)

PASSPORT DETAILS:

Passport No.: P4289980A
Date of Issue: September 07, 2017
Date of Expiry: September 06, 2022
Place of Issue: DFA La Union

PERSONAL DATA:

Name: Sheryl Benedito Avila
Nationality: Filipino
Sex: Female
Marital Status: Single
Date of Birth: 5th September 1979
Religion: Christian

DECLARATION:

I hereby that all statement made in the application are true and correct to the best of my knowledge and belief. If you give me a chance to serve with your esteemed company, I assure you sir/madam, I shall discharge my duties entrusted to the best satisfaction and obligation to my Employer.

SHERYL BENEDITO AVILA

Greetings

I am SHERYL BENEDITO AVILA from Philippines, aspiring for any job suite for my knowledge and abilities. I am simple and well educated person, loyal in my work. I am a degree holder, Education graduate, teacher in Elementary, I passed the board exam for teachers. I was working before in Wrapping2go as a gift designer as well as event planner and flower arranger for 2 years and 3 years as a cashier in AL SAFEER CENTRE Musafah. I want to find a job suit on my education and experiences.

I will do my very best to serve in your company with the best of my knowledge and hardworking.

A grateful thanks.

Very truly yours,

Sheryl Benedito Avila