

Annaline Olarte

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12 Sto Nino Village Porras Street, Davao City, Philippines



PROFESSIONAL SUMMARY

A pleasant day to all. I am from Philippines my name is Annaline I am looking for a job opportunity in your country. All the information that you want to know in me you can find it in my attached resume. Please feel free to ask me more if you want to know more about me. You can Contact me for the following: Thank you.

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Email: lhenolarte2014@gmail.com

LinkedIn: <https://www.linkedin.com/in/lhenolarte20/>

WORK EXPERIENCE

Cash Handling (Freelance)

3JSO Computer Trading. Davao City

(June 2020-Present)

Head Cashier Supervisor

Deco Arts Marketing (Citihardware Head Office) • Davao City, Philippines

Jun 2016 - Apr 2019

- Supervise and coordinate sales staff and cashiers
- Assign sales workers to duties and prepare work schedules
- Authorize payments and the return of merchandise
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Maintain specified inventory and order merchandise
- Prepare reports regarding sales volumes, merchandising and personnel matters
- Hire and train or arrange for the training of new sales staff and monitor and report on performance
- Ensure the visual standards and image of the store are maintained, such as store displays, signage and cleanliness
- May perform the same duties as workers supervised
- May perform key holding and managerial duties if required, such as opening and closing the store, managing escalated complaints, developing and implementing marketing strategies, and signing for deliveries.

Store Supervisor

Payless Shoe Source • Davao City, Philippines

Sep 2015 - Mar 2016

- Supervise and coordinate sales staff and cashiers
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Cashier/Customer Service Representative

Mar 2011 - Apr 2014

Majid Al Futtaim (Carrefour Hyper Market Mirdiff City Centre Dubai UAE) • Dubai City, United Arab Emirates

- Greet customers
- Establish or identify price of goods, services or admission and tabulate total payment required using electronic or other cash register, optical price scanner or other equipment
- Receive and process payments by cash, cheque, credit card or automatic debit
- Wrap or place merchandise in bags
- Provide information to customers
- Calculate foreign currency exchange
- Calculate total payments received at end of work shift and reconcile with total sales

Audit Clerk

May 2007 - Aug 2010

Silverworks Incorporation • Ortigas City, Philippines

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

Store Supervisor

Jun 2003 - Apr 2007

Bench Company Incorporation • National Capital Region, Philippines

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EDUCATION

Bachelor of Science in Accountancy Jun 1999 - Apr 2003
AMA Computer University • Cabanatuan City, Philippines

Secondary Jun 1996 - Mar 1999
Munoz National Highschool • Science City of Munoz, Philippines

Elementary Jun 1990 - Mar 1996
Munoz Central School • Science City of Munoz, Philippines

SKILLS

- * Supervisory Skills
- * Cash Handling
- * Bookkeeping
- * Sales Operation
- * Inventory
- * Auditing
- * Payment Transaction
- * Bank Transaction
- * Knowledge in Microsoft Office
- * Marketing Strategy
- * Training

PROFESSIONAL CREDENTIALS

- Bachelor of Science in Accountancy
- Cashier Commitment
- Customer Care 1
- Person In charge training level 2

PERSONAL INFORMATION

Birthday: December 7, 1981
Status: Married
Height: 5 feet 3 inches
Weight: 55 kls