

KATHERINE T. MANZANIDA

BF Resort Las Piñas City, Philippines
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Organized, helpful and dedicated cashier with 5 years' experience and strong skills in giving 100% customer service. Handles working in the cashier role with ease and enjoys being a part of a team to get tasks done more quickly. Always open to learning on the job.

SKILLS:

- 5 years of experience in operating the cash register
- Professional driver for 8 years
- Skilled in receiving, stocking and inventory of products
- Computer literate- knowledgeable in basic Microsoft Office Programs

WORK EXPERIENCE:

March 2022 – PRESENT

Food Panda – Delivery Rider

- Delivering food to customers in their homes or businesses
- Following route schedules and making sure deliveries are made on time
- Accepting cash payments from customers for goods and services, and making change

July 2021 – January 2022

XDE (Lazada, Shopee and Watsons) - Driver

- Pick up parcel from Hub
- Deliver 45-50 parcel to consignees

July 2020 – July 2021

Lalamove – Driver

- Pick up item/parcel of customer
- Deliver item/parcel to consignee

June 2017 – July 2019

Grab – Driver

- Driving clients to their destinations
- Ensuring the clients remain safe throughout the journey
- Adhering to road regulations
- Processing cash payments, ensuring that you carry sufficient change at all times

November 2012 – November 2013

Kendy's Foodcart (Filtrep Franchise) – Co-owner/ Cashier

Las Piñas City

- Handling cash transactions
- Ordering and receiving stocks
- Selling and promoting goods and services to the customer

June 2005 – April 2010

Emirates National Oil Company (ENOC) – Customer Sales Assistant-Cashier

Dubai, UAE

- Handling cash transactions
- Ordering and receiving stocks
- Selling and promoting goods and services to the customer
- Merchandising products according to the planogram

April 2003 – April 2005

Coca-Cola Export Corporation – Administrative Assistant

Canlubang, Calamba Laguna

- Assist in typing correspondence, memos, proposal, communication to client, as well as communication for internal purpose
- Filing of documents in their specific folders
- Receiving telephone calls/ answering phone calls
- Monitor supplies and requisition of items for replenishment

EDUCATION

COLLEGE

1998 – 2002

Bachelor of Science in Business Administration Major in Management

Santa Isabel College

210 Taft Avenue, Manila Philippines