

JULIE AN CABRERA ROSAL

Flat 32, Bldg. 1579, Road 2118, Blk. – 321, Gudaibiyah

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CAREER OBJECTIVE

I can assure that I can be an effective employee of your good company or department. I'm motivated, has initiative, competent and hardworking person that can easily perform well in the job designated to me.

PERSONAL BACKGROUND

I am the fourth daughter of Mrs., Julita Rosal born on January 19, 1987 at Bansalan, Davao Del Sur, single, I stand five feet and four inches and weigh 55 kilos. I'm 33 years old.

EDUCATIONAL BACKGROUND

TERTIARY: BSC-Management Accounting
University of Mindanao Bansalan College
Bansalan, Davao del Sur
March 31, 2009 / Graduated

SECONDARY: Nazareth High School
Bansalan, Davao del Sur
March 30, 2004

ELEMENTARY: Bansalan Central Elementary School
Bansalan, Davao del Sur
March 31, 2000

WORKING EXPERIENCE

Al Hawaj
Bahrain City Centre
Sales Associate
October 22, 2019 – July 03, 2020

- Assist and comfort customer on their wants and needs.
- Suggesting the fragrance that will fit to their personality.
- Updating them with the latest scent of fragrance.
- Promoting of slow and fast moving perfumes.
- Conducting product knowledge to the customers regarding which perfume will fits on their character.

- Give the right fragrance tips to the customer.
- Tell the customer about the benefit and quality of the product

Silangan Multi-Purpose Cooperative

Teller

June 03, 2015 up to July 01, 2019

- Ensure that each member receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, solid product knowledge and all other aspects of customer service.
- Count money in cash drawers at the beginning of the day to ensure that amount is correct and that there is adequate change.
- Greet customers entering the office.
- Entertain, process and compute for checks deferred.
- Identify transaction mistakes when debits and credits do not balance.
- Maintain clean and orderly checkout areas.
- Answer customer's questions and provide information on procedures or policies.
- Resolve customer complaints
- Prepares the daily tellers report.
- Generates daily transaction report.
- Prepare deposit slip to banks for collections made within the day.
- Endorses all cash to the Accountant for cash count and safekeeping every end of the day.
- Prepares the necessary documents in relation to all transactions that originates.
- Perform other tasks that maybe assigned from time to time.

Silangan Multi-Purpose Cooperative

Loan Officer

April 1, 2014 – September 2014

- Ensure that each member receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, solid product knowledge and all other aspects of customer service.
- Submit the required reports to the Branch Manager.
- Recommends all loans for Branch Manager's action.
- Establish and review credit limits for both new and existing loans.
- Prepare loan evaluation form and submit to Branch Manager for approval.
- Contact members and ask if they are in need of new sources of funding.
- Verify requirements for mortgages and prepare documents pertaining thereto.
- Coordinate with field collectors whatever arrangements made with the borrowers to facilitate collections.
- Assist in the collection of past due accounts.
- Handle customer complaints and take appropriate action to resolve them.
- Perform other tasks that may be required from time to time.

Trimark Abreeza Ventures, Inc.

Mango Abreeza Store

Sales Associate

January 16, 2013-December 2013

- Assist and comfort customer on their wants and needs.
- Updating them of the latest fashion and trends that will fit and change their personality.
- Folding and hanging of merchandise.
- Merchandising of display.
- Receiving of stocks.
- Arranging of stocks in the stockroom.
- Ordering of stocks.
- Replenish sold out item to selling area, so that the sizes of the merchandise will be available to the customers.
- Tallying of inventories like counting of sold out items and searching of loss item.

Bansalan Water District

Customer Service Assistant

January 23, 2007 – September 3, 2012

- Answering phone calls responding to customer questions and complaints
- Attending customer's request and complaints.
- Responsible for meter reading, billing and collection.
- Recording and posting of payment and monitoring the customer accounts.
- Must listen to a customer's problem and deal with it calmly and politely.
- Maintain and manage customer files
- Preparing notice of disconnection.
- Receiving payments of the customers.
- Performing task of other department especially by the general manager.

OTHER SKILLS

Computer (MS Word, MS Excel, Typing, Email and the Internet)

Character References

Available upon requested.