



# JOY A. APARI

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AL RIGGA, DUBAI, UNITED ARAB EMIRATES

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

Sept. 09,  
2016 -  
May 30,  
2023

- **CASHIER cum SALES ASSISTANT/BARISTA**  
Belhasa Hospitality LLC.-Dubai,UAE
  - Ensure that monetary transactions are documented effectively and ensuring accuracy in the POS system
  - Prepare and serve hot/ cold beverages, such as, coffee, drinks, espresso, and teas
  - Take customer's order and convey them to other staff for preparation.
  - Monitor and check stocks level and display
  - Attend customer feedback and inquiries
  - Take order, sell and suggest customers
  - Cash handling, sales reports, discounts, and knowledgeable in opening and closing procedures thru POS system

2015 -  
2016

- **SALES ADMIN/CREDIT AND COLLECTION SPECIALIST**  
Personal Collection Direct Selling Inc.- Philippines
  - Ensures that cash and cheque being received are accurate according to the amount intended for payment.
  - Ensures that payments being made are entered at the rightful account being paid for.
  - Balances cash and cheque collection daily and keeps change fund intact at 100% all the time.
  - Remits specific amount accumulated cash collections for vault safe-keeping.
  - Email daily collection report every end of daily transactions with validated deposit slips.

2014 -  
2015

- **PERSON IN CHARGE GROCERY DEPARTMENT**  
Felcris Group of Companies- Philippines
  - Training staffs and ensuring compliance with food safety laws
  - Managing orders and vendors relationships
  - Administrative record keeping, maintaining staff schedules, and tracking inventory
  - Displaying and organizing products in the store for the customers to locate easily

2013 -  
2014

- **GOVERNMENT OFFICE STAFF**  
Department of Labor and Employment(DOLE)

- Profiling of child/laborers in every Barangays of Municipality
- Encoding of registrants in the Skill Registry System
- Assisting public school personnel/staff
- Assisting local government unit personnel and staff
- Performs other functions not highly technical in nature

2012 -  
2013

- **ACCOUNTING OFFICE STAFF**

Local Government Unit- Philippines

- Prepares Accountant's advice on local check disbursements
- Post to index cards the details of salaries and wages
- Receives and endorse documents to the Accountant
- Delivers all outgoing documents to the respective offices
- Attends to the client's needs while waiting for their appointment with the Accountant

## EDUCATION

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2014

- **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT**

Bukidnon State University-Philippines

## SKILLS

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- Customers Relationship Management Sales management
- Accuracy and Customer Service Sales reporting, Invoicing and Documentation ●Sales techniques ●MS Office, Technical and Database

100%

## LANGUAGES

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- English Tagalog

## PERSONAL DETAILS

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- Date of Birth : February 28,1994
- Nationality : Filipino