

Aslimah Sinal Adil
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Visa Status: currently on Employment Visa



OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

WORK EXPERIENCE

April 2021 – present FC Cashier
Lulu International Exchange

May 2019 – December 2020 Store Associate
Seven Emirates Investments LLC (7Eleven Store)

Responsibilities:

Greeting customers entering the establishment in a pleasant manner

Assisting customers and help identify their needs

Maintain a high standard of service and hospitality to customer all the time

Receive payment by cash or credit cards through the cash register

Manage proper and merchandise display ensuring strategic placement of product category wise

Making LPO or List of Purchase Order and returns to

suppliers

Compiling document such as invoices and return receipts

Posting invoices and returns

Checking product expiration and segregate them for either disposal or return to supplier

Inventory management

Knowledgeable in Microsoft Dynamics NAV

2016 – 2019 Customer Service Representative
PanAsiatic Solutions
Bacolod, 6100 Negros Occidental, Philippines

Responsibilities:

Answer customer telephone calls regarding activating new account or reactivating existing accounts

Respond to questions and concerns regarding the services accordingly

SKILLS

Computer Literate: MS Office Application

Fast learner and willing to learn

Work well under pressure

I am willing to work on flexible hours

EDUCATIONAL ATTAINMENT

TERTIARY

2013 – 2014

STI-Bacolod

Bacolod City

Course:

Programming NC IV (Undergraduate)

PERSONAL INFORMATION

Date of Birth : July 6, 1994

Age : 29

Gender : Female

Civil Status : Single

Religion : Islam

Nationality : Filipino

Language : English

Reference: Available upon request