

KRIZZA MAE CAGUIAT EDIZA

Nadja St. Abu Dhabi United Arab Emirates

056 857 6708

edizakrizza@gmail.com



OBJECTIVE

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

EDUCATION

Bachelor of Physical Education major in Sports and Wellness Management

Bulacan State University

City of Malolos, Bulacan

S.Y. 2016-2020

WORK EXPERIENCE

Online English Teacher

Jan 2020 -Jan 2021

GBA Language Center

Cabanas, Malolos Bulacan Philippines

- Conducting one-one English lesson
- Being punctual and reliable for booked lesson
- Caters to learners of all levels and ages
- Offers convenient schedule in terms of flexible working hours.

Purchasing Assistant/ Cashier

Feb 2021- July 2021

South Supermarket

Malolos, Bulacan Philippines

- Monitor stock levels and identify purchasing needs
- Update internal database with order details(dates, quantities, discount)
- Conduct market research to identify pricing trends
- Maintain updated records of invoices
- Receiving invoice of payments

Lane Associate (Teller)

Sept. 2021- Sept. 2022

NLEX Corporation

KM12, E1, Caloocan, 1400 Metro Manila, Philippines

- Collecting toll fare in cash,
- Attend to customer inquires, needs, and complaints
- Encode customer exceptional transaction
- Reporting and perform records-keeping and other clerical works

Clerk

Nov 2022- April 2023

Villarica Pawnshop
Bustos, Bulacan Philippines

- Attends customers concern ,handles transaction such as remittance, pawning, foreign exchange and other financial services
- Provides clerical and administrative support for various businesses process and operation
- Performing sales, taking payments, closing transaction, maintain cleanliness, daily reports
- Handles redemption and renewals, assists with appraisals

Cashier

May 2023 – July2024

Lulu Hypermarket
Muhaisnah 4,Dubai United Arab Emirates

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Balances cash drawer by counting cash at beginning and end of work shift.
- Answer customer inquiries, accepting customers return.

SKILLS AND INTEREST

- Computer Literate (Microsoft Office)
- Good in oral and written communication
- Professionalism
- Loves to manage different things and situations
- Time management

PERSONAL INFO

Date of Birth	:	January 9, 1998
Age	:	26
Civil Status	:	Single
Language / Dialect Spoken	:	English and Tagalog

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

Krizza Mae C. Ediza
