



# Liezel Dapo Almoete

Room 204 Zaroni Building Al Barsha 1 Dubai United Arab Emirates

+971525719227 / +971524622796 |

liezelalmoete076@gmail.com / liezelalmoete761@gmail.com

## Objective

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Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

## Experience

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- Fresh and More Supermarket LLC Branch 3** Dec 3 2015 - July 12 2017  
Women Clothes Sales Associate
    - Assortment Studies of the dress code and it's seasonal sale.
    - Cleaning and Arranging according to latest trends / style and design comfort.
    - Refilling process as well.
  - ALAM GROUP OF COMPANIES- ALAM SUPERMARKET LLC (DUBAI)** August 8 2017 - April 5 2019  
Cashier
    - Ringing up Sales.
    - Bagging customer items.
    - Requesting price check or barcode.
    - Honoring Coupons.
    - Collecting Payment.
    - Balancing the cash register/counting.
    - Customer Satisfaction.
  - AL MADINA HYPERMARKET LLC L-BRANCH 6** April 22 2019 - June 20 2020  
CASHIER
    - Greet customer when entering the or leaving establishment.
    - Maintain clean and tidy check out.
    - Ensure Pricing is correct.
    - Redem stamp and voucher/coupons.
    - Count money in cash drawers before duty start and end of the shift are correct and that there is adequate change.
    - Make sales referrals, cross-sell products, and provide relevant information.
  - HASSEN PARCO SUPERMARKET FZE-JABEL ALI FREEZONE** July 24 2020 - May 12 2022  
CASHIER
    - Keep report transaction and check to see if items are damaged.
    - Answering the customers' question and get manager if answer doesn't solve the issue.
    - Bag, Box, and Wrap Package.
    - Provide Excellent customer service to ensure satisfaction.
  - Majid Al Futtaim** June 6 2022 - Present  
Receiver Clerk  
"Receiving Clerk"
    - Ensuring that the Vehicle License Permit, Driver Health Vaccination Record, Vehicle Temperature are qualified as per municipality and company required.
    - Hygiene Conduct to Supplier.
    - LPO (local purchase order) accurately by date given.
    - Invoicing the List of Items order and scanning process with correct quantity and quality.
    - If any rejects/rejected items must be tally to invoice and conduct the details for record purposes.(sensitive items)
    - Storage for dry good condition must be clean and arranged according by product's/item's by date(FIFO)
    - Dry Groceries Products arranged in a room temperature / Chiller item's or Chilled product's temperatures must monitor before receiving and unloading from the vehicle and for Frozen Items it should be temperature must be check accordingly.
    - Sensitive Item's like cigarettes/gadgets and appliances received with Higher Personnel like security Nearby cameras or Supervisor.
    - LPO / Invoices Report are daily send with Aramex Voucher.
- "Cashier"
- Strong Communication Skills for foreign and local customers.
  - Flexibility to do work in any case and support other sections.

- Dispute Resolution.
- Dependability and Positive Attitude.
- Point of Sale (POS) knowledge.
- Basic Computer Knowledge.
- Attention to Detail/Punctuality.
- Multitasking.

## Education

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- **Technical Educational and Skills Development Authority**  
Caregiver  
NC-II Caregiver Licence

2012

## Skills

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- Cashier Store Receiver Sales Associate Paper Works / Filling Microsoft Word/Excel Merchandising Multitasking Abilities

## Achievements & Awards

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- Best Cashier - Month Of May 2019 AL MADINA HYPERMARKET LLC BRANCH M-37 MUSAFFAH ABU DHABI
- SPARKS AWARD - Best Employee of the Month

## Interests

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- Studying
- Reading Books and News Paper
- Cooking

## Languages

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- English -American Write

## Personal Details

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- Date of Birth : November 17 1990
- Marital Status : Single
- Nationality : Filipino

## Reference

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- **Frankniel Sagun - Majid Al Futtaim**  
FMCG Supervisor  
Fsagun@mafcarrefour.com  
+9715 6876 3127