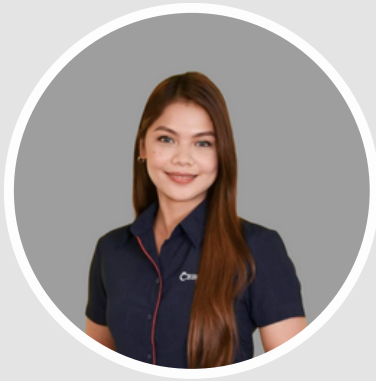


MA. SOPHIA A. CASPILLAN

BRANCH CASHIER/SALES REPRESENTATIVE



CONTACT

+971547090832

caspillanma.sophia@gmail.com

DIP 1, Green Community
Ewans Residence, Dubai, UAE

SKILLS

- Gold Appraising Skills
- Excellent Customer Service
- Teamwork and Collaboration
- Time Management
- Good Communication Skills
- Easy adaptability to situations
- Flexible and can work under pressure
- MS Office Proficient (Word, Powerpoint, Excel)

LANGUAGES

- English
- Tagalog

REFERENCE

Carol P. Garcelazo

P.J Lhuillier, Inc/Area Manager
(Bicol Region)

Phone: 0917-713-0091

Email : cpgarcelazo@pjllhuillier.com



PROFILE

Dedicated and hardworking professional that seeks a challenging opportunity that will help me to develop and enhance my skills and to contribute in the development of the fast growing industry as I continue to learn and improve my skills to be a competitive professional in the most global world.



WORK EXPERIENCE

P.J Lhuillier, Inc

DEC 2022-MAY 2025

Branch cashier/Sales Representative

- Gold Appraising
- Ensures that pawned items are properly sealed, labeled and secured in side the vault.
- Grand Rematado Selling of Gold Jewelries
- Perform daily branch operations that includes processing of clients transactions (pawning, remittance etc.)
- Consistency of cross selling of products and services offered by the company
- Cash Handling and Management
- Review daily transactions and monitor if tally in the system
- Filing and organizing of clients and branch documents
- Maintains cleanliness and orderliness of the branch and work stations



EDUCATION

Bachelor of Science in Office Administration

2018-2022

Camarines Sur Polytechnic Colleges

Accountancy Business and Management

2016-2018

Libon Agro Industrial High School
Senior High School/ K to 12 Curriculum

SEMINARS/TRAININGS

- Gold Appraising Workshop
- Anti-Money Laundering Workshop
- Cebuana Sales Training
- Advanced excel Training

I hereby declare that the above information is true and correct true
the best of my knowledge.

MA. SOPHIA A. CASPILLAN
Applicant