

CURRICULUM VITAE

LIZA LARONA JIMENEZ

Personal Details:

Nationality : Filipino

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Marital Status: Single

Passport Number:P0061032C

Passport Issue Date:13-05-2022

Passport Expiry Date: 12-05-2032

Address : Flat:3, Bldg:2709,Road:0446,Block:0304, Manama, Kingdom of Bahrain.



Objective:

Seeking a position to put in my effort, skills and knowledge continuously for the enhancement and success of the organization and for my individual growth as well.

Academic Qualifications

- Certificate in Computer Programming at Partia Sable Corpus College 2010.
- High School at Palayan Region High School 2008.

Skills and Strength :

- Excellent Customer Service .
- Having Good Observation and Analytical Skill.
- Quick Learner and Team Player Hardworking .
- Self Confident Responsible.
- Enthusiastic , Eager to Learn.
- Always has a Positive Attitude .
- Comprehensive Problem Solving Abilities.
- Punctual, Self Motivated And Dedicated to The Job Dealing With Different Behavior.
- Time Management And Training And Monitoring .

Experience :

- Fatenat al khaleej salon - July 2024 to present
 - Greet clients as they enter the salon
 - Schedule appointments and manage the salon's calendar
 - Answer phone calls and respond to client inquiries
 - Maintain the cleanliness and organization of the salon
 - Assist stylists and other salon staff as needed
 - Process payments and manage cash register

- Sampaguita gen trading , Bahrain-2023
 - Manage transaction with customer using cash registers.
 - Collect payment whether cash or credit
 - Issue receipt , refunds, And change
 - Physical cash verification daily basis
 - Maintain clean and tidy checkout areas
- Yallacake -Bahrain -2022 to 2023
As Cashier/ Front desk
 - Welcoming customer , receiving order and payments
 - Checked an received stock from suppliers
 - Responsible for online orders talabat , instashop and ahlan
 - Listing the needed stock on the shop , assigning delivery and fixed cakes on vehicle
- Dalil Exchange , Bahrain -2021-2022
AS aAdmin Assistant
 - Create and update daily basis records
 - Conduct daily reconciliation for every bank account
 - Check and release daily transaction
 - Entry data in accounting system and calculate financial analysis reports
- Dalil Exchange , Bahrain-2019-2020
As a Bank transfer clerk
 - Welcoming customer with friendly smile
 - Listed carefully to the customer to assist them
 - Make sure all needs met before processing the transaction
 - Prepare daily end transaction report .

Languages Know:

- Fluent in English speaking, writing,.
- Fluent in Tagalog Speaking , writing.

Declaration:

- I hereby declare that the above mentioned information is correct up to my knowledge. I bear the responsibility for correctness of the above mentioned particulars.