



## **JENNIFER BALBUENA BULATAO**

April 30, 1988 (31 Years old)

Salmiya Kuwait City

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+965-6658-6753/+965-60095183

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### **OBJECTIVE**

- I would like to expand my potential and ensure to comply with the brand standard. Leading the team to hit financial targets and when it comes to driving sales and monitoring team progress. To acquire a challenging position that will further enhance my knowledge, skills and abilities in an effective manner with a sense of integrity, respect and responsibility.

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### **EXPERIENCE**

HARVEY NICHOLS (LUXURY FASHION) M.H ALSHAYA COMPANY.

Cashier and Sales Associate/March 03,2013-Present

- ❖ Greeting customer/guest with eye contact immediately with welcoming tone of voice
- ❖ Proactive Engagement with the smile and give a friendly offer and assistance
- ❖ Communicate Confidently, Uses English or Arabic language when and where possible
- ❖ Driving sales and up selling goods and services.
- ❖ Product knowledge
- ❖ Practical knowledge Cash transaction and the cash register

- ❖ Proper procedure to scan item and collect the payment.
- ❖ Solving Service related complaints.
- ❖ Assisting guest to enhance their shopping experience.
- ❖ Guide and train junior staff and new joiner on procedure of the company.

#### HARVEY NICHOLS (LUXURY FASHION) M.H ALSHAYA COMPANY.

Head Cashier/Admin June 05, 2017-July 15,2018

- ❖ Support in HR related issue
- ❖ Liaison between Head office and the store
- ❖ Compile day to day financial reports
- ❖ Designated trainer
- ❖ Customer Service and Cashier support
- ❖ Cash collection Center
- ❖ Audit compliance and support Manager on booking keeping
- ❖ Audit compliance and support Manager on total book keeping

#### MAGNOLIA SAN MIGUEL INCORPORATED.

Company Supervisor/January 07 2012 to Feb 12, 2013

- ❖ Designated trainer
- ❖ HR support
- ❖ Comply the company standard
- ❖ Staff supervised

#### THE BODY SHOP

Store Supervisor & Make-up Artist/November 02, 2008 to October 02, 2009

- ❖ Customer Service
- ❖ Customer Service and Cashier support
- ❖ Make-up artist
- ❖ Involvement in inventory
- ❖ Store supervised

## PROVINCIAL GOVERNMENT OF CAVITE PHILIPPINES.

Receptionist at the office of the Governor/Dec 20, 2006 to Dec 2007

- ❖ Encoder and filing files
- ❖ Liaison officer and Book keeper
- ❖ Telephone operator
- ❖ Assisting the guest

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## EDUCATION

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Hotel Restaurant and Management (HRM).

System Technology Institute 2005-2007 (STI)  
Aguinaldo highway, Dasmarinas City Cavite

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## CHARACTER REFERENCE

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- ❖ Bashanta Basnet/Store Manager/The Cheesecake Factory (+965 60095183)
- ❖ Monique Marawa/Luxury Training Manager/Harvey Nichols (+965 67606116)
- ❖ Jayson Vasquez/Cashier/Harvey Nichols (+965 98099775)
- ❖ Catherine Gatus/Assistant Department Manager/Harvey Nichols (+965 97849788)