

**Lawrice Marie M. Pintoy**  
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### Objective

I'm looking for any job position related to my skill and experience in reputed company where I can improve these more.

### Skills and Abilities

- ▶ Able to use computer, Internet, Microsoft Excel, MS Word, MS Power Point, and Microsoft Outlook.
- ▶ Be able to do general tasks about filing and records management, scanning, copying and handle a lot of papers.
- ▶ Good customer service skills
- ▶ Experienced in working in clerical job
- ▶ Have high adaptability with new work environment
- ▶ Have good communication both oral and written.

### Work Experience

**Company Name: Alshaya - Victoria's Secret Brand**

***Sales Associate***

***June 2019 to May 2020***

***Duties:***

- ▶ Assist Customers, help them to find items that suits to their needs and lifestyle.
- ▶ Assigned as Training staff to cascade new items or collection and refresh things about the brand and store.

**Company Name: Majid Al Futtaim – Carrefour Mirqab**

***Clerk in Cashiering Central Office***

***December 2016 to May 2019***

***Duties:***

- ▶ Analyze transactions, correct records, and adjust errors
- ▶ Responsible for store close system and reports
- ▶ Recording and updating customer databases. Resolve customer problems.



- ▶ Logging information on internal system
- ▶ Process refund and exchange transactions
- ▶ Counting money of cashiers and other documents
- ▶ Responsible in check-out counter, override key for void item and price change.
- ▶ Deposit cash sales

**Company Name: Store Specialist, Inc. – NINEWEST Boutique**

***Positon: Sales Associate***

**October 2016 to December 2016**

- ▶ Assist customers to find what they want, ensure a smooth sales process and transactions.

**Company Name: Red Ribbon Bakeshop - Libis Commissary**

**Position: Factory Worker**

**December 2015 to May 2016**

- ▶ Check the quality of product

**Company: Robinsons Retail Store, Inc.**

***Position: Cashier***

**From November 2009 to May 2015**

- ▶ Handling cash and card transactions. Responses to customer inquiries.
- ▶ Aware in promotions and other loyalty program of the store.

<b>Educational Attainment</b>
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**• Associate of Computer Science**

*Datamex Computer Institute*

Year Graduated 2009

**• BS Office Administration**

*Access Business & Computer College*

Year attended 2007

**SECONDARY**

**Ponciano Bernardo High School**

Cubao, Quezon City (2003)

**PRIMARY**

**Ponciano Bernardo Elementary School**

Cubao, Quezon City, Philippines

<b>Personal Data</b>
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- ▶ Nationality: Filipino
- ▶ Date of Birth: October 06, 1990
- ▶ Date of Place: Quezon City, Philippines
- ▶ Gender: Female



- Civil Status: Single
- Father's Name: Pio G. Pintoy Jr.
- Father's Occupation: Auto Mechanic

<b>Character References</b>
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| ● Ms. Myra Garcia<br><i>CCO Supervisor</i><br>Carrefour Mirqab<br>+974 5017 7243 | ● Mr. Ibrahim Tamer<br><i>Deputy Manager</i><br>Carrefour Mirqab<br>+974 7472 3927 | ● Ms. Aouatif Ameyer<br><i>Store Manager</i><br>Carrefour Mirqab<br>+974 6654251 |
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*I do hereby declare that the above information given by me is true to the best of my knowledge and belief.*

2020

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LAWRICE MARIE M PNTYOY

