

**JOB INTENTION: SALES & CASHIER & OFFICE CLERK**



# RIZZA FLOJO

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, experience and ability to work well with people who will allow me to grow personally and professionally

## Contact

### Phone

Mobile No: 0554617232

### Email

rhizza.flojo2017@gmail.com

### Address

Al rash Diya , Dubai ,UAE

## Education

2000-2005

### Elementary

Calaca Elementary

2005-2009

### High School

Calaca Academy

## Expertise

- cashiering
- Visual Inspector
- Computer Literate
- Solving Problem
- Repairing Laptop

## Language

English

Mandarin

Tagalog

## Work Experience

**COMPANY NAME: SM DEPARTMENT STORE PHILIPPINES**

**POSITION: SALES REPRESENTATIVE**

**DURATION :2010-2012**

- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective
- Coordinating sales efforts with marketing programs.

**COMPANY NAME: THE GENERICS**

**PHARMACY PHILIPPINES 2012-2015**

**POSITION: ASSISTANT PHARMACIST & CASHIER**

- Accurately typing and printing out prescription labels.
- Attending to emails and fax messages.
- Ensuring that work areas are organized and clean.

**COMPANY NAME: PEGATRON TAIWAN**

**POSITION: MACHINE OPERATOR**

**2015-2021**

**COMPANY NAME: PROVA-**

**POSITION: VIRTUAL ASSISTANT**

**2023 JAN – OCT 2023**

- Job position here
- Bookkeeping and financial tasks:
- Managing expenses and invoices.  
Preparing financial reports and budget
- Keeping track of financial transactions and payments.

## INFORMATION

**Nationality: Filipino**

**Birthdate: January 30,1993**

Passport No. P6681035A

Visa Status: Tourist Visa