



I'm Novie Queen Mencidor,
I'm hardworking person
and flexible if needed on
work.



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New Salata, Doha Qatar



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Awards:

Employee of the month in
Spar Retail.

Novie Queen Mencidor

Any available position that suits
to my skills.

Skills

- Excellent communication
- Advanced using technology
- Has high accuracy in calculation
- Able to work in long time
- Capable to serve customers politely
- Ability to work in team

Work Experience

2023-CURRENT

AL-KINDI DENTAL CLINIC DOHA QATAR

Receptionist

- Answer incoming telephone calls in a professional manner and direct to the appropriate person. Accurately record messages and forward to the intended recipient in a timely manner. Greet visitors to the organisation and direct to the appropriate person / area in an efficient and customer focussed manner.

2022-2023

CITY GYM

Reception / Business Development Officer Admin

- Responsible for processing cash, debit, credit and check transactions using a cash register or other point-of-sale system.

2017-2022

SPAR RETAIL

Cashier (2017-2018)

- Processing cash, debit, credit and check transactions using a cash register or other point of sale system in a retail environment.

Languages :

- Bisaya
- Tagalog
- English

Cashier Supervisor- (2018-2022)

- Manages a team of store cashiers. Responsible for adequate staffing to ensure that customer wait time is minimized. And do proper opening and closing procedures.

HR COORDINATOR ADMIN (2018-2022)

- Responsible for facilitating all key HR functions and programs. Be we'll known about rules and regulations of country.

2015-2016

NCCC MALL OF TAGUM

Vault Incharge

- Prepare outbound orders and replenishments for the next day's routes; Monitor performance of processes and machines to ensure efficiency; Complete data entry for all transactions of liability; Generate and maintain all records and reports daily.

2014-2015

GAISANO MALL OF TAGUM

Cashier Officer

- Responsible for processing cash, debit, credit and check transactions using a cash register or other point-of-sale system.

Education History

2011-2014

TAGUM NATIONAL TRADE SCHOOL- COLLEGE & UNIVERSITY

- Bookkeeping NC111

ICON TRAINING CENTER

- Certified Human Resource Professional (CHRP)
- Certified Human Resource Manager (CHRM)