# CURRICULUM VITAE

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| Position Applied:  |
| Personal Information: **Current Photo** |
| Name and Surname: | **Susan Punay De Guzman** |
| Qatar Address: | Al Wakra Qatar |
| Philippine Address: | Manaoag Pangasinan |
| Mobile phone: | +974 55166237 |
| Email: | susandeguzman526@gmail.com |
| Date of birth: | September 29 1974 |
| Marital status: | Married |
|  Objective: To seek ways to develop a successful career where my skills are effectively utilized to their fullest potential and to gain continual experience and growth opportunity.  |
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| Skill Summary: Professional Profile: Completed a degree in secondary education, a registered professional teacher (Philippine professional regulation commission). Have work and practice teaching profession, an entrepreneur and have worked in various profession locally and abroad. With Qatar driver license. |
| **Job Title / Function: Cashier**Employer and Location: Al Saeed Trading Center Qatar (Ezdan Mall Al Wakra)From: May -2022 up to present Duties and Responsibilities:* Manage transactions with customer using cash register & scan goods and ensure pricing is accurate and updated
* Collect payments whether in cash or credit cards, Issue receipts, refunds and change or tickets
* Cross sell products and introduce new one, resolve customer complaints, guide them, and provide relevant information
* Greet costumer when entering or leaving the stores, maintain clean and tidy checkout areas
* Track transactions on balance sheets and report any discrepancies, counting money in cash drawers beginning/end of the shift
* Prints repair orders, parts invoices, bills, itemized lists, and tickets showing amount due, records amounts received and prepared cash reports of transactions.
* Balances cash drawer at the beginning and end of each shift, processes repair orders Operates credit card and maintains records of daily transaction documentation
* Calculates discounts, coupons and charges and apply to proper accounts on repair order, processes and receives finance and insurance (F&I) and necessary sales monies
* Knows and understands extended service policies, and processes extended warranty payments for repair orders

**Job Title / Function: Cashier**Employer and Location: Thamar Al Rabea Foodex trading (Al Wakra)From: Oct-2021 to May-2022Duties and Responsibilities:* Performed related duties as required, manage transactions with customer using cash register
* Scan goods and ensure pricing is accurate and updated, collect payments whether in cash or credit cards & Issue receipts, refunds and change or tickets
* Cross sell products and introduce new one, resolve customer complaints, guide them, and provide relevant information
* Greet costumer when entering or leaving the stores, maintain clean and tidy checkout areas
* Track transactions on balance sheets and report any discrepancies
* Counting money in cash drawers and beginning/end of the shift
* Attending to customer’s needs and inquiries.

**Job Title / Function: Cashier**Employer and Location: Al Saeed Trading Center Qatar (Al Saad Branch)From: March-2021 to Oct 2021Duties and Responsibilities:* Attending to customer’s needs and product inquiries.
* Maintain orderliness and cleanliness of item display.
* Responsible for promoting, selling and inventories of product.
* Maintain availability of stock.
* Answered customers' questions and provided information on procedures and policies.
* Performed shelf-stocking, clean up, and displays
* Performed related duties as required.

**Job Title / Function: Family Driver**Employer and Location: Masaken Al Sailiya, Barwa City QatarFrom: April 2018 to March 2021Duties and Responsibilities:* Safely and timely drove my employer and family to work, school and back and to other occasions.
* Ensure and maintained that the car is always cleaned and safe.
* Carry out routine inspection on the car to ensure safety and to ensure that car is in good condition.
* Carry out other assignment that may be given by the employer.

**Job Title / Function: Cashier /Salesclerk**Employer and Location: Zenco Footstep Company Dagupan PhilippinesDuties and Responsibilities:* Attending to customer’s needs and inquiries.
* Maintain orderliness and cleanliness of item display.
* Responsible for promoting, selling and inventories of product.
* Maintain availability of stock.
* Answered customers' questions and provided information on procedures and policies.
* Performed related duties as required.

**Job Title / Function: Entrepreneur**Business Type: Public Transport Operator / Farm Owner From: 2004 to 2015Duties and Responsibilities: Managing a self-owned public transport/farm business with 20 employees**Job Title / Function: Secondary School Teacher/ Classroom Adviser**Employer and Location: Saint Philomena’s Academy Pozzurubio PhilippinesFrom: 1989 to 1991Duties and Responsibilities:* Plan, prepare and deliver instructional activities that facilitate active learning experiences, develop schemes of work and lesson plans
* Establish and communicate clear objectives for all learning activities, prepare classroom for class activities
* provide a variety of learning materials and resources for use in educational activities, identify and select different instructional resources and methods to meet students' varying needs.
* Observe and evaluate student's performance, development and assign, grade class work, homework, tests and assignments then provide appropriate feedback on work to encourage and monitor the progress of individual students.
* Maintain accurate and complete records of students' progress and development and update all necessary records accurately and completely as required by law, district policies and school regulations
* Prepare required reports on students and activities
* Manage student behaviour in the classroom by establishing and enforcing rules and procedures, maintain discipline in accordance with the rules and disciplinary systems of the school and apply appropriate disciplinary measures where necessary.
* Perform certain pastoral duties including student support, counselling students with academic problems and providing student encouragement, participate in extracurricular activities such as social activities, sporting activities, clubs, and student organizations
* Participate in department and school meetings, parent meetings, communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
* Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Job Title / Function: **Cashier /Salesclerk**Employer and Location: Magic Mall Urdaneta PhilippinesFrom: 1988-1989Duties and Responsibilities:* Assisting in shelf-stocking, clean up, and displays, keeping the register area neat and stocked with essential supplies, counting money in cash drawers at the beginning of a shift
* Handling rain checks, exchanges, and refunds, rectifying any price discrepancies and resolving complaints from clients
* Issuing the correct change due to the client, using electronic scanners to identify the price of the merchandise
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| Relevant Education: |
| Degree/Professional Qualifications:Secondary: Elementary:  | Bachelor of Science in Secondary EducationUniversity of Luzon (Formerly Luzon Colleges)1991-1996 Graduated Manaoag National High School 1987-1991Babasit Elementary School 1981-1987 |
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| Languages:  | English, Tagalog, and Basic Arabic |
| Computer Skills:  | Basic  |

 I hereby declared that the above information is true and correct to the best in my knowledge and belief.

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 SUSAN PUNAY DE GUZMAN

 **APPLICANT**