



NELMINA AYOB DOMINGO

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Omar bin al khatab st, diera,
dubai

EDUCATION

MABALACAT NATIONAL HIGH SCHOOL
(SECONDARY)

Dau Mabalacat City, Pampanga

Jun. 2004-Apr. 2008

AMA COMPUTER LEARNING CENTER
(TERTIARY)

Dau Mabalacat City, Pampanga

Jun. 2008- Apr. 2011

Course: Computer Based Accountancy

EXPERTISE

- Computer proficiency
- Leadership experience
- Communication skills
- Time Management
- Works under pressure
- Active and Participative
- Responsible and Reliable
- Flexible and Adaptable to changes
- Able to handle multi-task situation

CAREER OBJECTIVE

Aspire to serve a reputed organization with sincerity, determination and excellence in every aspects. To apply my knowledge & skills effectively and efficiently to the field I were assigned with.

WORK EXPERIENCE

Nov. 04, 2022 – July.30,2023

NATIONAL BOOKSTORE SM CITY CLARK

Jr. Assistant Branch Manager

- Overall handling of personnel
- All around in all work aspects

February 2014 – Nov. 04, 2022

NATIONAL BOOKSTORE SM CITY CLARK

Branch Admin Supervisor

- Receiving and checking the deliveries
- Ordering and doing purchase requests
- Monitoring daily attendance
- Training and Supervising newly hired
- Operating SAP software in store and inventory management
- Cashiering/Inputing Sales in point of sales
- Assisting Customer

Sep. 25, 2013 – February 2014

NATIONAL BOOKSTORE SM CITY CLARK

Sales Associate

- Greeting and Assisting Customer
- Maintaining floor appearance
- Refilling and Arranging merchandise

Oct 2012- July 2013

SM CLARK HYPERMARKET

Cashier

- Collecting Payments
- Keeping track of all cash
- Issuing receipts

Aug 2011- Sep 2012

CABEL ENTERPRISES Dau Mabalacat city, Pampanga

Secretary

- Monitoring of expenses, ordering, and purchasing for store used
- Collecting orders, payments, and computing sales

PERSONAL INFORMATION

- Date of Birth: **April 26, 1992**
- Place of Birth: **Jeddah, Saudi Arabia**
- Nationality: **Filipino**
- Language: **English & Filipino**
- Height: **5'0**
- Weight: **110lbs**

TRAINING & SEMINARS

- **NATIONAL BOOKSTORE**
MANAGERIAL TRAINING IN EXCELLENCE
Training date: Feb 23, 2022 –Mar 14, 2022
- **DEPARTMENT OF LABOR AND EMPLOYMENT**
Basic Occupational Safety & Health Training for Safety Officer
Training date: May 11-12, 2021
- **NATIONAL BOOKSTORE Human Resources and Admin Dept.**
Training and Organizational Development
AWESOME Service Workshop Harbor Point, Subic Bay Freeport Zone
Seminar date: Aug 13-14, 2015
- **DEPARTMENT OF TRADE AND INDUSTRY REGION III**
Quality and Productivity for Global Competitiveness
DTI Regional Office, Angeles City, Pampanga
Seminar date: Jun. 28, 2012

REFERENCES

Marlon Hipolito
(Project Engineer)
Water master technical services
+971529937293

Andy Reyes
(Forman)
Phonesian technical services
+971588910637