**Gulfjobseeker.com CV No:** **111702**

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**Personal Summary:**

 I am a proactive and a critical thinking professional. I do consider myself hardworking and I accept challenges as a tool to improve my skills. I am an open-minded person and I can adjust easily to the persons around me and I am efficient in following rules and regulations and I always try to give the best that I can to do my assigned role. I can manage my time well and able to do multi-tasking which is one key to be an effective employee.

**Career Goal:**

To work within a growing organization that offers challenges and the opportunity to grow with the company. I wish to contribute my current skills attending to clients' needs and maintaining a professional demeanor to your company because I respect the professional environment in which goals and objectives are clearly established and the tools to reach such goals are provided.

**Career Experience**

 **Service Crew/ Cashier** April 2014- December 2014

 Pilandok’s Restaurant and Catering Services

 Jagna, Bohol, Philippines

 **Duties & Responsibilities:**

* Responsible for providing courteous and efficient food and beverage services to the guests.
* To present menu, take order, suggest and recommend appropriately.
* To attend and respond to guests’ needs promptly and professionally.
* To present bills to diners, collect payment and give to the cashier, return change or credit card to diners.
* To perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses, furniture & fittings, laying of tables and up-keeping of rest room

**Trainings & Certifications:**

 Republic of the Philippines

 Technical Education and Skills Development Authority (TESDA)

 ISO 9001: 2008 CERTIFIED

***Category: Family & Costumer Service***

* + - **Housekeeping NCII**  ( 436 hours)

Provincial Training Center in Bilar, Bohol Philippines

 Skills acquired:

* Developing and updating industry knowledge
* Observing workplace hygiene procedures
* Performing computer operations
* Performing workplace and safety practices
* Providing effective costumer services
* Providing housekeeping services to guest
* Preparing room for guest
* Cleaning premises
* Providing valet services
* Washing linen and guest clothes
	+ - **Bartending NCII** ( 312 hours)

Provincial Training Center in Bilar, Bohol Philippines

Skills acquired:

* Sorting & storing bar tools and glassware
* Conducting inventories
* Writing written report and requests
* Classifying and differentiating types of alcoholic and non-alcoholic drinks
* Interpreting wine labels and terminologies
* Distinguishing the nature of non-alcoholic drinks based on their names and ingredients
* Providing effective costumer service
* Operating the bar
* Providing wine service
* Practical operational health and safety
* Performing basic computer operations

***Category: Business***

* + - **Food and Beverage Service NCII** ( 336 hours)

Provincial Training Center in Bilar, Bohol Philippines

Skills acquired:

* Training in providing food and beverage service to guests in hotels, motels, restaurants, clubs, canteens, resorts and luxury liners
* Developing and updating industry knowledge
* Observing workplace hygiene procedures
* Performing computer operations
* Performing workplace and safety practices
* Proving link between kitchen and service area
* Providing room service
* Developing and updating food and beverage knowledge
	+ - **Commercial Cooking NCII** ( 436 hours)

Provincial Training Center in Bilar, Bohol Philippines

Skills acquired:

* Preparing, cooking and serving food for menus
* Preparing and portioning controlled meat cuts
* Packaging prepared food stuffs
* Presenting food
* Receiving and storing kitchen supplies
* Observing workplace hygiene procedures
* Providing effective costumer service
	+ - **Bread and Pastry Production NCII**  (141 hours)

Provincial Training Center in Jagna

Skills acquired:

* Preparing bakery and pastry products
* Decorating bakery and pastry products
* Storing Bakery and pastry products
* Presenting service desserts
* Packing desserts

***Category: Health Science***

* + - **Massage Therapy NCII** (560 hours)

Provincial Training Center in Jagna, Bohol Philippines

Skills acquired:

* Training in providing relief, comfort, and healing to people suffering from recurring physical illness through massage therapy
* Applying basic first aid
* Establishing and maintaining good interpersonal relationship with patients
* Working within clinic and regulation guidelines
* Performing therapeutic massage assessment
* Planning therapeutic massage treatment
* Implementing different therapeutic massage treatments

**Personal Data:**

 Age : 21 years old

 Birth date : February 28, 1993

 Civil Status : Single

 Religion : Roman Catholic

 Nationality : Filipino

 Gender : Female

 Communication Skills : Speaks fluent English, Fine English writing ability

 Height : 5 feet & 4 inches

 Weight : 58 kg

 Skills : computer literate, internet knowledgeable

**Educational Background:**

Vocational Course

**The Philippines' Technical Education and Skills Development Authority**

**(TESDA)** **2014-2015**

Tertiary Education -Bachelor of Science in Hotel & Restaurant Management

 **University of Bohol** **3rd year level**

 Secondary Education

 **Central Visayas Institute Foundation** **2009**

Primary Education

 **Bunga Mar Elementary School** **2005**