**Objective:**

Seeking an administrative assistant position where my organizational skills and computer proficiency will be well utilized.

**Profile Statement**

An energetic and hard-working individual with a strong desire to succeed. Detail-orientated and professional in both performance and presentation. Proven ability to plan and complete multiple tasks within strict deadlines, to learn new tasks quickly and to communicate effectively at all levels. A team player who is always willing to go the extra mile.

**Work History**

**Papa John’s**

Al Ghurair Centre Jawad Company

**Position: Front of the house**

August 21, 2013 up to August 21, 2015

**Duties and Responsibilities**

* Greets and assists customers in finding seats and takes orders.
* Offers suggestions and promotions to customer.
* Handles and knowledgeable in POS system .Take payments for orders sold and tender change.
* Provide customers with price information and billing.
* Ensure that any complaints are entertained in a positive manner with a view to keep customers
* Ensure cleanliness and sanitation of all work areas.

**Jill’s Flower Shop**

Philippines

**Position:** **Secretary/Data Encoder**

January 2013 to July 2013

**Duties and Responsibilities:**

* Dealing with telephone and email enquiries
* Encoding and sorting out orders.
* Organizing and storing paperwork, documents and computer-based information
* Ordering and maintaining stationery and equipment;
* Photocopying and printing various documents
* Organizes work by reading and routing mail; collecting information; initiating telecommunications.
* Prepares reports by collecting information.

**Starbucks Coffee**

Rustan Coffee Corporation

Philippines

**Position: Barista**

October 11, 2011 to January 15, 2013

**Duties and Responsibilities**

* Greet customers with a smile as they arrive at the Starbucks outlet.
* Acts with integrity, honesty, and knowledge that promote the cultures, values, and mission of Starbucks. Maintains a calm exterior presence during periods of high volume or unusual events to maintain a clean ad comfortable store environment.
* Delivers legendary customer service to all customers by acting with a “customer comes first” attitude and connecting with the customer. Discovers and responds to customer needs.
* Give customers samples of popular coffee blends with a view to creating sales opportunities.
* Offer customers demonstrations using brewing equipment; brew coffee on instructions from customers and ensure that each brew conforms to the standards
* Provides quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards. Follow health, safety and sanitation guidelines for all products.

**Seminars Attended**

* Training Course: “Basic Food Hygiene”

Dubai. UAE

December 07, 2013.

**Educational Background**

**Bachelor of Science in Nursing**

Olivares College

2006 to 2011

**Personal Data:**

**Birthday :** July 31, 1989

**Birth Place :** Philippines

**Age :** 26 years old

**Gender :** Female

**Languages**  : English and Filipino



**Gulfjobseeker.com CV No:** **1462716**