**CAREER OBJECTIVE**

* To make the best of every opportunity and to be exposed to the different facets of my field that will help me enhance my abilities and work my way up the corporate ladder.
* To apply and seek for any position suits my qualifications for vital experience that would result to career’s growth and company’s success.

**CORE SKILLS**

* Good command in the English language (both oral and written)
* Well-versed in customer service oriented tasks
* Can work under pressure effectively and efficiently with minimum supervision
* Fast learner, proactive and shows interest and dedication to the job
* Highly motivated and with positive attitude towards work
* Knows Basic Computer System (Microsoft word and excel)

**WORKING EXPERIENCES:**

**July 4,2013- July 30,2015**

**Waiter**

**Karam Beirut Lebanese Restaurant**

 **UAE**

 ● Greets guests and presents them with the menu.

 ● Informs guests about the special items for the day and menu changes if any.

 ● Suggest food and beverages to the guest and also try to up sell.

 ● Take food and beverage orders from the guest on the order taking pads or on the handheld Point of

 Sale (POS) system.

 ● Obtaining revenues, issuing receipts, accepting payments, returning the change.

 ● Performing basic cleaning tasks as needed or directed by supervisor.

 **July 20,2010 – May 31,2013**

**Housekeeping Supervisor, Housekeeping Department**

**Radisson Blu Hotel and Resort P.O. Box 1768 Doha, Qatar**

 ●Assigns workers their duties and inspects work for conformance to prescribed standards

 of cleanliness

 **●** Investigates complaints regarding housekeeping service and equipment, and takes

 corrective actions.

 ● Obtains list of rooms to be cleaned immediately and list of prospective check-outs or

 discharges to prepare work assignment.

 ● Coordinates work activities among departments.

**June 2007- March 2009**

**Sales Assistant**

 **SM Batangas City,Philippines**

 ● Greeting customers who enter the shop.

 ● Be involved in stock control and management.

 ● Assisting shoppers to find the goods and products they are looking for.

 ● Being responsible for processing cash and card payments.

 ● Stocking shelves with merchandise.

 ● Answering queries from customers.

 ● Reporting discrepancies and problems to the supervisor.

 ● Giving advice and guidance on product selection to customers.

 ● Balancing cash registers with receipts.

 ● Dealing with customer refunds.

**June 2005 – March 2007**

**ClassroomTeacher**

**St. Expeditus Academy**

**Philippines**

* Teaching all areas of the primary curriculum.
* Taking responsibility for the progress of a class of primary-age pupils.
* Organizing the classroom and learning resources and creating displays to encourage a positive learning environment.
* Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class.
* Motivating pupils with enthusiastic, imaginative presentation.

Top of Form

**EDUCATION:**

**Graduate – Bachelor of Elementary Education – Major in Health and Elementary**

Bachelor of Elementary Education 2000-2005

Major in Health and Elementary

University of Batangas

Philippines

**Secondary**

Fernando Air Base National High School 1995-1998

Philippines

**PERSONAL DETAILS:**

Date of Birth: December 06, 1980

Place of Birth: Philippines

Civil Status: Married

Nationality: Filipino

 Languages written & spoken: English, Arabic (Basic & numbers)



**Gulfjobseeker.com CV No:** **1476900**