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| **OBJECTIVE** |
| To obtain a position with a progressive company that can utilize my skills and abilities in my field of expertise as well as my strong organizational and leadership skills and be trained in a professional environment where I can make positive contributions to the growth of organization. |
| **WORKEXPERIENCES** |
| **Spinneys Dubai LLC (Taste Kitchen)**  **Waitress**  **December 15, 2014 – PRESENT**  DUTIES AND RESPONSIBILITIES   * Ability to greet patrons, present menus, make recommendations and answer questions regarding food and beverages * Substantial knowledge of accepting credit card payments * Presented and explained menus to customers. * Answered queries regarding restaurant items and informed them of daily specials. * Providing excellent customer service * Worked closely with restaurant staff to ensure that orders were served in an efficient manner orders were assembled properly in the kitchen and delivered to customers in a timely manner. * Verifying food satisfaction. * Training new staff regarding the restaurant’s procedures, culture and practices. * Team oriented * Closing the system. * Inventory   **Regan Industrial Sales Inc.**  **Human Resource Assistant**  **September 28, 2012 – October 18, 2014**  DUTIES AND RESPONSIBILITIES   * Proficient in using Microsoft Office Applications (MS Word, Excel, PowerPoint, Outlook) * Can do clerical works * Answering phone calls and emails. * Can conducti initial interviews. * Ability to handle multiple task. * Can do time keeping * Payrolling * Assisting applicant, visitors and new employee * Can administer psychological examinations. * Conduct orientation for tne newly hired employees * Organizing 201 files * Updaing files * Effective oral and written communication skills including the ability to prepare reports and memos.   **Municipality of Caloocan City**  Admin Assistant/Receptionist  May 10, 2012 - September 10, 2012  DUTIES AND RESPONSIBILITIES   * Giving endorsements. * Assisting clients for their concerns and grievances. * Minutes during meeting * Attending meetings and seminars * Making programs for the events. * Answering phone calls and emails. * Keeping and organizing papers. |
| **EDUCATIONAL AND PERSONAL INFORMATION** |
| **BACHELORS OF SCIENCE IN PSYCHOLOGY (Major in Industrial Psychology)**  S.Y. 2009 – 2013  **KALAYAAN NATIONAL HIGH SCHOOL PHILIPPINES**  S.Y. 2005-2009  Date of Birth : March 24, 1993  Nationality : Filipino  Gender : Female  Religion : Born Again Christian  Marital Status : Single  C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg  **Gulfjobseeker.com CV No:** **1490136** |