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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, 2012DUTIES 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.
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|  **EDUCATIONAL AND PERSONAL INFORMATION** |
| **BACHELORS OF SCIENCE IN PSYCHOLOGY (Major in Industrial Psychology)**S.Y. 2009 – 2013**KALAYAAN NATIONAL HIGH SCHOOL PHILIPPINES**S.Y. 2005-2009Date of Birth : March 24, 1993Nationality : FilipinoGender : FemaleReligion : Born Again ChristianMarital Status : Single C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg**Gulfjobseeker.com CV No:** **1490136** |