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**CAREER OBJECTIVE:**

To grow in a competitive, challenging and progressive organization, where I can serve my skills and work efficiency ability in order to achieve the predefined goals of the organization.

**PROFILE:**

I am an open-minded, responsible and has a positive outlook on all things in life. I want to learn something new from every experience because  I believe there is always room for self-improvement both personally and professionally.

**HIGHLIGHTS OF QUALIFICATION:**

* 3 years work experience as waitress and kitchen staff in the field of hospitality industry after completing the Higher Secondary Education.
* Excellent communication skills with the knowledge of professional work ethics and restaurant culture.
* Computer literate.
* Has the ability to work under pressure.
* Experience of taking the orders and without making any mistake conveying the same order to the kitchen staff.
* Polite to handle customer complaints tactfully.
* Experience of making the bills and receipts and thereafter, collecting the payment from the guests.
* Able to train new team members such as:
* Packing
* Food Preparation
* Cashiering

**EMPLOYMENT RECORD:**

**April 2015 – January 2016** **Office Admin Assistant**

Philippines

**CAMPCO Cannery Multi-Purpose Cooperative** was formed with the objective of helping communities and of creating employment and business opportunities for all residents of Polomolok, South Cotabato and its neighboring towns. Sometime on November 1992, the Dole Philippines Inc. through its Community Relation Development Department under the leadership of Mr. Carlos Baldostamon and in coordination with the local government officials.

**Duties and Responsibilities:**

* Maintains office filing and information storage systems, maintains databases, correspondence files, information files, mailing lists, and related information.
* Provides general receptionist, clerical, secretarial, and administrative services to the Manager and Department staff as assigned, including greeting the public, telephone service, handling incoming and outgoing mail, preparing reports, correspondence, mailings, and scheduling meetings.
* Responds to inquiries, questions, and information requests from the public.
* Data encoding
* Performs other office and support duties as assigned.

**PIZZA HUT** **Pizza Hut** is an American restaurant chain and international franchise known for pizza and side dishes. It is now corporately known as **Pizza Hut, Inc.** and is a subsidiary of Yum! Brands, Inc., the world's largest restaurant company. In 2015, the company had more than 6,000 Pizza Hut restaurants in the United States, and 5,139 store locations in 94 other countries and territories worldwide. Pizza Hut has a total of 11,139 branches worldwide.

**April 2012 – April 2015** Team Member  
 PIZZA HUT KCC Mall  
 , Philippines

**RESPONSIBILITIES AND MEANS AS A TEAM MEMBER**

**FOH ( Front of the House)**

• Greet customers and seat them according to their preferences.  
• Offer welcome drinks and beverages.  
• Fill water glasses and refill beverages.  
• Offer appetizers and alcoholic drinks.  
• Take orders and provide information about menu items.  
• Suggest menu items when requested by the customer.  
• Relay patrons’ orders to the kitchen.  
• Ensure that the order is prepared according to the menu.  
• Ensure order quality and quantity prior to serving.  
• Serve meals and side dishes.  
• Deliver food carts to designated areas.  
• Ensure that continued service is managed during the course of the meal.  
• Keep a constant eye on the table to gauge needs and fulfill them immediately.  
• Total customers’ check and take it to them.  
• Accept payment in cash and credit card.  
• Clear table and clean table tops.  
• Change table cloths and clear dishes and flatware.  
• Carry dishes and flatware to the kitchen.  
• Ensure that all tables replenished with eating dishes.  
• Collect menus at the end of the shift.

**BOH ( Back of the House)**

* Insures the quality and enough quantity of dough.
* Follow exact portioning of pizza toppings.
* Proper cooking of pizzas.
* Clean all the equipment before and after the operation.
* Perform all the tasks in the kitchen other than cooking and serving.
* Responsible for the hygiene and cleanliness of the kitchen before the surprise inspections.
* Remove the required ingredients from the pantry and have to clean and cut the vegetables in advance.
* Assist the team members if they require help.
* Fill up the positions of the absent staff and complete their duties.
* Report to the kitchen manager or the head chef.
* Train any new members of the kitchen staff regarding the work culture of the kitchen.
* Should not divulge any information about the kitchen to any outsiders.

**EDUCATION:**

**COLLEGE** : March 23, 2012 **Bachelor of Science in Hotel and Restaurant Management**  
 Golden State College   
 Philippines

**CERTIFICATE RECOGNITION AND SKILLS**

**Basic Computer Operation**  **Alternative Learning System**  
 May – August 2015

**PERSONAL INFORMATION**

Birth Date : November 21, 1991

Sex : Female

Nationality : Filipino

Language Spoken : English and Filipino