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**OBJECTIVE:**

• To obtain a responsible position and be part of your prestigious company that will exploits my talent,

To obtain a responsible position and be part of your prestigious company that will exploits my talent, skills, accomplishments, proficiencies and capability to develop potential and enhance one’s knowledge and principle for the benefit of the company.

**PROFESSIONAL PROFILE:**

* Results-driven achiever and effective team leader
* Patrol – oriented and static- oriented.
* Customer and work oriented.
* Highly flexible and adaptable performer, adopt at multi-tasking and thriving in a fast-paced environment while coordinating numerous time sensitive projects.
* Computer literate.
* Knows how to operate office equipment.
* Good communication skills both in oral and written .
* Able to handle multiple task.
* Fast learner & flexible.
* Can work under minimum supervision.
* Willing to learn & highly motivated.
* Hardworking.

**PROFESSIONAL HISTORY:**

**Service Crew / Cashier – (Dec. 2013 – Dec.2015)**

* Greet customers, settle them down and take order.
* Enter transactions in the cash register and provide customers with the total bill.
* Process the order, generate bills and answer guest queries about deal offers.
* Pack and serve warm food efficiently, in accordance with the order.
* Help in kitchen or with outdoor delivery where and when required.
* Maintaining proper food handling, safety, and sanitation standards while preparing and cooking food.
* Providing friendly, quality customer service to each customer.

**Automatic Rifleman –Armed Forces of the Philippines 6ID Infantry Division Philippines – (July 2007 - August 2013)**

* To secure the sovereignty of the state and the integrity of the national territory.
* Protect the country from foreign aggression and internal subversion.
* Uphold the sovereignty, support the Constitution, and defend the territory of the Republic of the Philippines against all enemies, foreign and domestic.
* Promote and advance the national aims, interests, and policies.
* Plan, organize, maintain, develop and deploy its regular and citizen reserve forces for national security.

**Sales Associate / Cashier – KCC Mall of Marbel, (October 2005 – March 2006 )**

* Handle cash transactions with customers.
* Scan goods and collect payments.
* Redeem stamps and coupons.
* Greet customers when entering or leaving establishments.
* Provided accurate product information.
* Served multiple customers, discovered their needs, and made recommendations to generate sales.
* Organized and cleaned store during downtime.
* Handled cash, checks, and credit card transactions.
* Built and maintained internal and external customer satisfaction.
* Assisting customers with choices by providing them with information about products.
* Receiving store deliveries.

**Cashier – Gaisano Mall, (April 2005 – September 2005)**

* Greet customers as they arrive in the store and provide them with information about products and/or services.
* Enter transactions in the cash register and provide customers with the total bill.
* Issue receipts and change to customers.
* Process credit card and check payments.
* Perform the duties of customer service representative when required.
* Resolve customer complaints in a proactive manner.
* Maintain knowledge of store inventory and sales activities.
* Keep the work area tidy and clean.

**Sales Associate – ACE Centerpoint, (October 2004 – March 2005)**

* Welcome customer as they arrive with a smile.
* Ask customer how they can be helped.
* Provide customers with product information that they need.
* Provide customers with information on daily deals and promotions.
* Provide information regarding each product and any discount offers associated with it.
* Respond to customers’ requests and concerns in a resourceful manner.

**Sales Associate – KCC Mall of Marbel, ( March 13 2004- September 2004)**

* Smile and Greet the Customers
* Assess customers’ needs and provide assistance and information on product features.
* Remain knowledgeable on products offered and discuss available options
* Identifying customer needs and directing them to an appropriate product
* Provide courteous and prompt service.
* Ensure high levels of customer satisfaction through excellent sales service

**EDUCATIONAL ATTAINMENT:**

College Bachelor of Science in Criminology

University of Mindanao Cotabato College

High School Camp Siongco National High School

Awang Dos Maguindanao, Philippines

Elementary Tenorio Elementary School

Awang Dos Maguindanao, Philippines

**PERSONAL DATA :**

Date of Birth 08 January, 1986

Age 29 years old

Height 5’7”

Civil Status: Married