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| **SUMMARY OF QUALIFICATION** |

## • Highly motivated and results oriented professional with exceptional communication skills. • Ability to work under minimal supervision or no supervision at all. Devoted learner, have insatiable appetite to gain new knowledge.

• Customer-oriented, highly organized, detailed-oriented, and dynamic  
• Hard working, reliable, able to collaborate in a team enterprise.

• Devoted learner, have insatiable appetite to gain new knowledge.

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| **CAREER OBJECTIVE** |

## To obtain any responsible and challenging position that will suit qualifications, develop knowledge/ skills and offer opportunities for professional and personal growth.

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| **WORKING EXPERIENCE** |

***Front Desk Attendant cum Receptionist***

**AJ Gym Fitness – Lipa City, Philippines**

**January 2013 – December 2014**

* Handle incoming calls
* Greet everyone who comes in the front door
  + Check in members and verify membership
  + Register guests and collect guest fees
  + Register prospects and channel them to the membership department
* Handle court activities including lights, reservations and fees.
* Handle membership payments, cancellations and freezes
* Maintain cleanliness of facility at all times

***Promodiser***

**Six Sense – Lipa City, Philippines**

**October 2010 – December 2011**

**Creative – Lipa City, Philippines**

**December 2011 – December 2012**

* Ensures the achievement of sales targets
* Responsible for timely and proper display and replenishment of merchandise
* Receives and check accuracy of all products deliveries and reports discrepancies immediately
* Conduct inventory as scheduled
* Identify and segregate items for pull-out damage, dirty and slow moving
* Safeguard merchandise from external and internal losses (e.g. theft, damage, etc.)
* Maintain orderliness and cleanliness at the selling and stockroom area
* Prepare and submit accurate reports on time
* Provides fast, efficient and courteous service at all times to customers

**Waitress/Food maker**

**Fatah & Sanobr Restaurant – Abu Hail, Dubai**

**March 2015 – Present**

* Serving food to the customers
* Taking orders
* Giving the customers some information about the menu
* Making orders
* Cooking
* Checking takeout orders

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| **TRAINING ATTENDED** |

**TESDA** Sep 16 – Nov 8, 2013

Food and Beverage Services NC II

2nd Floor Bigben Commercial Complex

Ayala Highway, Lipa City

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| **EDUCATIONAL BACKGROUND** |

**LIPA CITY COLLEGES** 2010 - 2013

Associate in Hotel and Restaurant Management

Lipa City Colleges

G. A. Solis St., Lipa City, Batangas

**FERNANDO AIRBASE NATIONAL HIGHSCHOOL** 2008 - 2010

Fernando Air Base, Lipa City

**RAFAEL M. LOJO MEMORIAL ELEMENTARY SCHOOL** 2005 - 2006 Banay Banay, Lipa City

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| **INTERNSHIP** |

**Mount Malarayat Golf and Country Club** Jan - Mar 2013

**and Residential Estates**

Barangay Dagatan, Lipa City

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| **PERSONAL INFORMATION** |

Age : 21 years old Date of Birth : November 15, 1993 Sex : Female Height : 5’3” Civil Status : Single