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Curriculum Vitae

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| OBJECTIVE  **“** To work for the best quality and customer’s service  by working diligently and smartly to the best of my  abilities. Continuously improve upon my present skills set  and being a team player, add value to the Organization  and Society in which I will associate myself with”. |
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| WORK EXPERIENCE  **CASHIER CUM RECEPTIONIST** …………….……………… Finished Contract ( December 28 2015)  LOUNGE CAFÉ at Jebel Ali Downtown, Dubai, UAE    **DUTIES AND RESPONSIBILITIES :**   * Establish or identify prices of goods, services or admission, and tabulate bills using calculators and Cash Registers. * Greet those customers who are entering the establishment. * Issue trading stamps, and redeem food stamps and coupon. * Resolve customer complaints, guide them and provide relevant information. * Calculate total payments received during a time period. * Count money in cash drawer at the beginning of the shift to ensure that amounts are correct and check if there is adequate change. * Handling cash and credit card transaction. * Ensure simultaneous preparation of all orders for a single table and serve in professional manners.   **CASHIER/WAITRESS ................**Finished Contract(November 2011 to November 2013)  VILLA FRESH ITALIAN KITCHEN at Dubai Festival City, Dubai, UAE    **RECEPTIONIST ……………………….**Finished Contract(October 2009 to October 2011)  REDESIGN INTERIORS(Al Ain, UAE)  **SALES ASSISTANT …………………** (June 2008 to July 2009)  BENCH ( SM Megamall ,Philippines)  **SALES ASSISTANT …………………..**(January 2006 to June 2008)  ABENSON(SM Megamall,Philippines)  EDUCATIONAL BACKGROUND  **EXECUTIVE SECRETARIAL MANAGEMENT – Training Course –Year 2015**  LEARNERSPOINT- Bank Street, Bur Dubai, Dubai, UAE  **COMPUTER SCIENCE (Training Course of 6 months - Year 2008)**  Roswell Center of Technical Skills Development  Rosario Cavite, Philippines  **BACHELOR OF SCIENCE AND INDUSTRIAL TECHNOLOGY ( Year 2003-2005)**  Bicol Institute of Science and Technology  Bicol Region, Philippines  OTHER SKILLS :   * Ability to communicate both in oral and written language. * Computer Literate: Knowledge in MS Word, Excel, PowerPoint and Internet Explorer. * Adobe Photoshop (Basic)   PERSONAL INFORMATION :  Birthday : 30 December 1985  Age : 30 years old  Marital Status : Single  Height : 5’4  Weight : 54 kg |
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