**First Name of Application CV No 1621092**

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**CAREER OBJECTIVE:**

My goal is to secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow personally and professionally.

# **WORK EXPERIENCE:**

**INTERIOR CONCEPT**

Executive Secretary

Betterliving Parañaque City Philippines

October 2012-March 2013

**Duties and Responsibilities:**

* Oversees and administers the day-to-day activities of the office.
* Provides assistance and support to the Operation such as answering the telephone, take messages, transfer calls to suitable staff.
* Oversees and facilitates resources management and administration procedures and documentation for the office operation.
* Organizes and facilitates scheduled meetings, appointments and conferences.
* Provides and oversees provision of staff support to the office to include, day-to- day phone interactions and responding correspondence for all inquiries.
* Maintain and organize update database.
* Operate office equipment such as fax, copiers, printer and phone system.
* Provide quality customer services.
* Other duties as reasonably directed by the CEO.

**AVON**

Sales Representative

Vito Cruz Manila Philippines

July 2009-October 2009

**Duties and Responsibilities:**

* Provide direct customer services by informing them of products and services.
* Identify sales opportunities and follow up on existing accounts for business development.
* Research sources in order to develop new business connections.
* Make cold calls to prospective clients and inform them about new products and deals.
* Conduct market research to identify trends and manage sales activities accordingly.
* Meet individual and company sales targets.
* Promote new products to walk-in customers and record orders.
* Provide a quality customer service support.
* Tally cash with receipts at the end of the shift.
* Maintain and update stocks and inventory.
* Stock shelves with appropriate products and ensure correct price tagging.

**PAULANER BIERHAUSE**

Bar Manager

Wenzhou China

September 2008-March 2009

**Duties and Responsibilities:**

* Oversees and supervise daily operations of bar.
* Doing regular stock-takes and ordering as necessary.
* Evaluate guest feedback obtained, both internally and externally, taking relevant action on feedback points received.
* Delegate duties and tasks to staff to meet objectives and maximize resources.
* Resolves routine problems encountered in performance of work assignments.
* Direct and manage staff members to meet standards and objectives.
* Organize staff rosters and schedules in accordance with available resources and labor regulations.
* Oversee the preparation and presentation of beverages to meet set standards and also to reduce wastage.
* Monitor cleanliness and hygiene of bar area promote and practice compliance with fire, health, safety and hygiene standards and regulations.
* Plan and implement cost control measurements and systems sales revenue.
* Develops and implements advertising and marketing strategies for bar events.
* Maintain regular communication with staff and management through meetings and discussions.

**MEXIN YANG REN JIE**

Assistant Bar Manager

Yang Ren Jie Chongqing China

August 2007-July 2008

**Duties and Responsibilities:**

* Assist and support the Bar Manager in bar service and beverage sales in and outside, bar stock of beverage, reporting.
* Develops and implements advertising and marketing strategies for bar events.
* Ensure the training and supervision of the bar staff assigned.
* Maintaining the cleanliness in the bars, lounges and pantries and bar stock list.
* To have a complete knowledge of all drinks listed.
* Ensure proper sanitized for all utensils and garnitures.
* Prepare or mix drinks in front of guests when served from the bar.
* Responsible for maintaining the indicated beverage stock at all times.
* Uses the standard measurements for all drinks and ensures that all goods are safe, and securely stored, to prevent damages.
* Prepares work orders, supply requisitions, requests for special data or similar actions within established limits and procedures; obtains appropriate signatures.
* Responsible for the proper cleaning and sanitary matters of all bars.
* Handles all working material and equipment correctly and keeps it well cleaned.
* Providing excellent customer and promotes goodwill by beings courteous, friendly, and helpful to guests, mangers, and fellow employees.

**CAVITE CREATIVE STUDIO**

Cyber Café Assistant

Dasmariñas Cavite Philippines

November 2005-December 2006

**Duties and responsibilities**

* Perform preventive maintenance of equipment and maintain associated equipment and supplies.
* Contributes to unit goals by accomplishing related duties as required.
* Provide services for customers such as typing jobs, scan, photo and video editing and printing.
* Collects and organize client information and make reports.
* Assist customers when they have trouble or questions using computer softwares such as Microsoft Office, Adobe software and all software that are being used in the cyber cafe.
* Provide services such as encoding, printing, downloading and all other operations provided by the cafe.
* Possess primary knowledge of computer maintenance and software installation.
* Provide excellent customer care.
* Maintain cleanliness and orderliness of the place.
* Keep accurate records of logs and inventories of the shop.
* Time customers of the number of minutes or hours they will use the computer or internet.

# **EDUCATIONAL BACKGROUND:**

**2000-2002 Emilio Aguinaldo College**

 Bachelor of Science in Psychology

 Dasmariñas Cavite

**1996-2000 Sta. Clara Parish School**

 Secondary

 Pasay City

**1990-1996 Tenement Elementary School**

 Primary

 Taguig City

**January 2012-April 2012**

 **Stanchion Post Training Center Corp.**

 **(For Maritime and Tourism Sector)**

 Aguinaldo Highway Imus Cavite

* + - Elementary First Aid Fire Prevention and Fire Fighting Personal Safety and Social Responsibility
		- Food and Beverages Services NCII
		- Food and Beverages Services (Restaurant and Coffee Shop) NCIII

**KEY SKILLS:**

* Basic Computer Skills such as basic trouble shooting, MS word, PowerPoint, Adobe Photoshop, Photo and Video editing.
* Good organisation skill, with attention to detail.
* Quick Learner, A capacity to learn and apply new information quickly and accurately.
* An excellent communication skill that results in positive interpersonal relationship.
* Strong motivation for career growth.
* Ability to prioritize work and manage time effectively.
* Typist with a reasonable speed along with excellent accuracy when transcribing or copying document.