**First Name of Application CV No 1621410**

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**OBJECTIVE**

To be able to work in a reputable company that would allow me to utilize my extensive training experience as well as my creative faculties and provide insights needed to compete in the global market.

**CAREER HISTORY**

**OFICER IN CHARGE**– February 2013 - January 2016
Employers name – SUSHI KING JAPANESE KOREAN RESTAURANT
Functions as a role model for staff.
Responsible for overseeing the day-to-day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained.

Duties;

* Allocating daily jobs and workloads.
* Training new team members.
* Acting as a resource for other staff members.
* Managing team performance and progress.
* Enforcing all company approved polices and procedures.
* Constantly looking for ways to improve processes.
* Monitoring the performance of junior staff.
* Completing team-related paperwork.
* Implementing new initiatives and making sure all staff understand them.
* Taking action to correct and staff shortcomings.
* Managing and monitoring staff attendance.
* Giving prompt and accurate information on individual staff member performance.
* Attending and participating in team meetings.
* Ensuring a clean, safe and friendly working environment.
* Reporting to senior managers.

**CASHIER /WAITRESS**  February 2010 – January 2013
Employers name – SUSHI KING JAPANESE KOREAN RESTAURANT

* Cash counting to put on the counter on the begin of the day.
* Greet customer as they arrive and direct them to things they need.
* Operate cash register and adding machine in order to manage cash in every transaction made.
* Calculate discount as appropriate
* Stock items when required
* Balanced all transaction at the end of the day for cash and credit card reconciliation.
* Greeting customers as they arrive and showing them to their table.
* Giving out menus and taking orders for food and drink.
* Serving food and drinks.

**OFFICE CLERK**– July 2006 – August 2008
Employers name – FOCIG NON GOVERNMENT OFFICE

* Maintain and update office files, inventory, mailing lists, and database system.
* Operate personal computer like photocopiers, scanners, voice mail systems.
* Answer telephone calls and takes messages.
* Collect information needed by the officemates or supervisor.
* Arrange appointment of the team members.
* Prepare letters and other correspondences.
* Proofread and organized records, reports, and documents.
* Prepare documents such as government and business forms for processing.
* Arrange the repair of office equipment.

**KEY SKILLS AND COMPETENCIES**

**Supervising**

* Ability to manage through others.
* Ability to work well with all levels of the organization.
* Superb coaching and mentoring skills.
* Prioritizing important tasks and ensuring they get done first.
* Excellent oral and written communication skills.
* Ability to follow and comprehend complex instructions, short correspondence, and memos.
* Able to quickly identify problems.
* Proficient with MS Office and various other forms of technology.
* Improving product quality and customer communications.

**Personal**

* Able to speak to both decision-makers and junior staff in a tactful and sensitive manner.
* Establishing good working relationships with colleagues.
* Ability to negotiate and influence.
* Integrity, humility and an entrepreneurial attitude.
* Friendly and upbeat attitude.
* Down to earth.
* Integrity

**AREAS OF EXPERTISE**

Supervising Staff
Completing Paperwork
Managing Processes
POS (Point Of Sales)
Handling Complaints
Staff Motivation
Decision Making

**SEMINAR ATTENDED**

Food Safety and Food Handling, Sanitation February 2010

Food Safety and Food Handling, Sanitation February 2013

**PERSONAL INFORMATION**

**BIRTHDAY :** July 20, 1981
**MARITAL STATUS :** Single **NATIONALITY :** Filipino (Philippines)

**ACADEMIC QUALIFICATIONS**

Polytechnic University of the Philippines **Information Technology Graduate** (Vocational) (1999-2001) Metro Manila, Philippines