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| **First Name of Application CV No 1639134**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>  **Personal Information**  **Nationality:**  Filipino  **Date of Birth:**  June 18, 1983  **Religion:**  Roman Catholic  **Civil Status:**  Single  **Age:**  32 years old  **AREAS OF EXPERTISE**   * Function well in high stress atmosphere * Able to work independently and self-sufficient * Proven ability to prioritize and complete tasks * Computer, Communication and Presentation * Can understand and speak some Arabic language * Focused and disciplined * Customer Service * Good communication skills and presentation * Knowledge in Sales and Distribution   **Educational Attainment**  **Hotel, Restaurant and Services**  **Western Visayas College of Science and Technology**  Jaro, Iloilo, Philippines  Year Graduated March 2002 | **Objectives**  Willing a challenging and rewarding position in a reputed company where, I can utilize my knowledge, experience and competence in the field of hospitality industry or in sales with soaring commitment that will lead me become a high-skilled professional and a great contributor to growth of the organization.  **PERSONAL SUMMARY**  I am a highly motivated, organized and hardworking individual with 10 years UAE experience in Sales and in the field of Cashier. A quick learner who can easily adapt to new environment and able to maintain a positive attitude and strong work ethic.  **Work Experiences**  *- Professional Experiences in the U.A.E -*  **Service Crew(Cashier/Waitress/Telephone Operator) 01 April 2011 to 17 Feb. 2016**  **Itzza Pizza, Dubai, U.A.E**   * Greeting guests upon arrival and escorting to their tables. * Presenting menus and explains how various menu items are prepared, describes ingredients and cooking methods. * Taking orders and answering customer’s questions via phone or in person and does suggestive selling. * Making suggestions/ recommendations base on customer preference. * Serves food and beverages. * Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. * Organizing deliveries and assign to the designated drivers. * Getting payment and complete transaction * Notifying kitchen workers of shortages or individual orders * Maintaining neat eating and serving areas at all times * Computing and recording totals of transactions.   **Receptionist December 2010 to February 2011**  **Total Solution FZCO, Jebel Ali Freezone Authority, U.A.E**   * Attended to all client's inquiries * Received and screened all incoming calls and transfer to various department/personnel * Kept track of all customer’s complaints and forward to the responsible staff * Prepared quotations and forwarded to Clients via fax or email * Assisting guests/clients/walk in customer to see the machines   **Customer Service / Cashier April 2007 to April 2010**  **Al Manama Supermarket, Ajman/Sharjah, U.A.E**   * Attended customers inquiries * Attended and record all customer’s complaints and forward to respective department * Handled cash/account sales * Handled items with care while punching * Ensured that the punched items have correct prices and tags * Made sure that counter were clean and organize at all times * Prepared reports needed by the Supervisor   **Customer Service Officer/Cashier May 2006 to March 2007**  **Trica Hotel Suites, Restaurant and Coffee Shop, Ajman, U.A.E**   * Attended customers/guest inquiries * Received incoming calls and reservations * Greeted and assisted guests as per Hotel's standard * Transferred calls to respective departments/personnel * Counted and balanced the sales and payments * Accepted orders from customers in a friendly manner * Prepared reports needed by the Management   *- Professional Experiences in the Philippines -*  **Sales Representative March 2005 to April 2006**  **SM Shoemart, Makati, Philippines**   * Attended and assisted customers needs and inquiries * Offered and described the benefits of choosing the product * Maintained cleanliness in the assigned area and made sure that displayed items can help attracts to the prospective customers * Successfully achieved sales target while maintaining high standard of service * Arranged Fax Purchase Order * Prepared and arranged order slip and receipts * Maintained record of stocks and arranged inventory in a weekly basis * Prepared reports needed by the Management (i.e. Monthly Sales report, Competitor's prices monitoring and fast moving brand/items)   **Sales Clerk September 2004 to February 2005**  **Robinsons Galleria, Manila, Philippines**   * Attended and assisting customers needs and inquiries * Introduced and promoting products * Assured that all designs were properly displayed * Checked and maintained regularly the items in the stockroom and ensured that all are in proper places and in good condition * Received deliveries from Head Office * Assigned in making purchase order to Head Office * Regularly prepared reports needed by Superiors   **Sales Clerk March 2003 to August 2003**  **SM Shoemart, North Edsa, Philippines**   * Attended and assisted customers needs and inquiries * Properly showed the products with care to customer according to Company's standard * Maintained and cleaned the products, furniture and accessories * Monitored records of stocks * Regularly prepared reports needed by the Supervisor |