|  |  |
| --- | --- |
| **First Name of Application CV No 1639134**Whatsapp Mobile: +971504753686 New_logo.gifTo 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, PhilippinesYear 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
 |