**First Name of Application CV No 1643184**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVES:**

 **To commit myself in a company that has an idea of giving importance to his people and to perform in accordance to goals and standards of a company. And seeking a challenging career that will enhance my skills and would provide better opportunity both for personal and professional growth as well as helping the organization achieve its goal.**

**PROFESSIONAL EXPERIENCES:**

**WIN CAMPAIGN MOVEMENT**

**MALATE METRO MANILA, PHILIPPINES**

**AUGUST 2015 - MARCH 2016**

**POSITION- Campaign Officer/Office clerk**

**Job Description**

* **Answering telephones, direct calls, take messages.**
* **Compile copy and file records of office activities and transaction,**
* **Operate office machine, doing some research.**
* **Process and prepare documents.**
* **Arranging some appointments.**
* **Train new staff members to perform work activities.**
* **Operations in a timely manner.**

**TUILLE CAFE**

**Villaggio Mall, Business Trading Company, Doha Qatar**

**December 2014- July 2015**

**POSITION- Food attendant/ hostess**

**Job Description**

* **Greeting the guest**
* **Taking orders (Doing suggestive selling)**
* **Placing orders using POS, Delivering orders**
* **Settling bills/ payment**

**Maya La Chocolaterie (*chocolate for a better world*)**

**Business Trading Company(Branch)**

**Landmark shopping mall, DOHA QATAR**

**POSITION- Food attendant/ receptionist**

**July 12 ,2012- December 2014**

**Job Description**

* **Greeting the guest customers**
* **Offering menu to the guest**
* **Taking and confirming orders from the guest**
* **Setting up table and preparing the order**
* **Delivering the order**
* **Checking back and making the table free from clutter**
* **Presenting the check upon request**
* **Processing payment**
* **Expressing gratitude and assisting guest as they leave the shop**

**SALES**

**BENCH CORPORATION, PHILIPPINES**

**May 2011- January 2012**

**Job Description**

* **Develop and maintain a good customer service**
* **Develop and make presentations of company product and services to current and potential clients.**
* **Responds to sales inquiries and concerns by phone, electronically or in person.**

**Ensure customer service satisfaction and client relationship**

**TRAINING / SEMINARS ATTENDED**

 **T. G. I. F/ BAR EXPOSURE PROGRAM**

 **Robinsons Place Manila**

 **February 27, 2010**

**PERSONALITY DEVELOPMENT SEMINAR**

 **PERSONALITY ENHANCEMENT**

 **Crown Plaza Galleria Hotel Pasig Philippines**

 **February 23, 2010**

**HOUSEKEEPING SEMINAR**

 **Crown Plaza Galleria Hotel Pasig Philippines**

 **August 21, 2009**

 **SECURITY AWARENESS PROGRAM METRO MARKET MARKET**

 **Global City ,Taguig City Philippines**

 **February 09, 2005**

**ACADEMIC CREDENTIALS:**

**COLLEGE : Philippine Christian University**

**COURSE : Hotel and Restaurant Manager**

**SECONDARY : Ricardo Papa Memorial High School**

**PRIMARY : Ciriaco P Tinga Elementary School**

**ACHIEVEMENTS :**

 ***DEAN’S LESTER 2009-2011***

 ***Philippines Christian University awardee***

 ***1st honor and 2nd honor (level 1)***

 ***EXCELLENT ACADEMIC PERFORMANCE***

 ***BEST IN PRACTICUM***

**SPECIALIZED SKILLS:**

* **With Good customer service skills, Flexible and Hard- working**
* **Initiative tactful in dealings with people**
* **With wide degree of creativity and be able to demonstrate good judgment**
* **Good organizational and time management skills and with the ability to work under pressure and to deadlines**
* **Willingness and ability to learn the job, keen to undertake training and career development**
* **Organized and has the ability of multitask**

 **PERSONAL DATA:**

 **Date of Birth : December 03, 1981**

 **Gender : Female**

 **Height : 5’2**

 **Weight : 50 kgs.**

 **Civil Status : Single**

 **Citizenship : Filipino**

 **Religion : Catholic**