**First Name of Application CV No 1643460**

Whatsapp Mobile: +971504753686



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**Objective:**

To seek for a job placement in a reputable and steadfast company that provides personal advancement commensurate with my qualifications.

**WORK EXPERIENCED:**

Organization: **Nestle Toll House Café.**

**Dubai - United Arab Emirates**

**AUGUST 2014 – PRESENT (company closed)**

**Period: Currently**

**Position: Barista and Cashier**

**Duties and Responsibilities**

* Deal with difficult customers
* Decorating cookie cakes
* Interact with guests to take drink and food orders.
* Ensure prompt delivery of beverage & food to the guest.
* Have working knowledge of coffee, tea, blended drinks and food that is served in a coffee shop environment. Able to suggest coffee blended drinks.
* Handle all checks and cash according to procedures.
* Ensure cleanliness of restaurant including polished flatware, clean glassware and plates.
* Be familiar with all property amenities and other restaurants

**May 2012 - June 2013**

**Gadget Fanatic**

**Sales Lady**

**Duties and Responsibilities**

* Actively assist deals and attend to the need of customers.
* Grant the request of the customer on getting new stocks,and other designs of product requested by the customer
* To ensure the product im selling is properly fix and in a proper places
* Face the customer with the smile and greet
* To call customers and potential clients over the phone and encourage them to buy the product
* Reporting sales and submit to the accounting
* Process cash and credit card transaction

**December 2013 - April 2014**

**Exquisite Interior Supply**

**SALES MARKETING**

**Duties and Responsibilities**

* Receiving outgoing and incoming inquiries
* Making blogs and newsletter to post in social media (advertising product)
* To set up appointments with prospect customers
* Searching a prospect clients
* Attending customer service issues and purchases
* Following up on sales calls
* Making reports.

**July 2013 - December 2013**

**STARGATE DREAM VACATION HOTEL**

**HOUSE KEEPING**

**Duties and Responsibilities**

* To operate various mechanized cleaning equipment, such as vacuums, polishers, buffers.
* maintain facilities in a sanitary and infection free condition.
* To fulfill the jobs such as washing, cleaning and replacement of equipment and furnishings.
* To plan work schedule for major tasks and needs to damp-dusts furniture, light fixtures, window sills.
* To wet-mops floors in all residents’ rooms and bathrooms daily.
* To damp-mops all corridor floors, lobby, dining areas, and others daily.
* To wash basins, mirrors, commodes, tubs, and showers daily.
* To check all vacant rooms daily to keep fresh and clean  all air vents.
* To report any needed repairs immediately to supervisor such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair.

**COMPUTER SKILL:**

MS office tools such as Word, Excel, Power Point, Window Movie Maker, Internet Surfing

**SKILLS:**

Good knowledge in dealing people.

Good knowledge in sales talk.

Personal relation possess good working relationship.

Know how to drive 2 wheel and 4 wheel vehicle.

**PERSONAL CHARACTERISTICS:**

Ability to work independently, anticipate workload, set priorities and complete work on a timely basis.

Performs all works in safe manner., Hard worker, Trustworthy and Reliable , Consistent, Innovative.

Motivated and Enthusiastic in developing good relations with co-worker and customer.

**EDUCATIONAL BACKGROUND:**

* **Secondary**

**Saint Mary’s Academy of Jasaan**

**March 28, 2007**

**Upper Jasaan Misamis Oriental 9003 Philppines**

* **College Degree**

**Collage of Arts and Sciences**

**Major in AB - ENGLISH**

**Liceo de Cagayan University**

**Year Graduated: MARCH 2012**

* **Trainings**

**MMS-DTCC Housekeeping NC II**

**July 2013 - September 2013**

**3rd Flor Marel building 1, Pabayo Hajes St.**

**Cagayan de Oro City 9000 Philppines**

**Contact Number: (08822)710436/(088)857-7403**

* **OJT’s**

**Stargate Dream Vacation Hotel**

**Diversion Road in Upper Macasandig, Cagayan de Oro City.**

**Casa Azucenas**

**Pabayo Street, Cagayan De Oro City, Misamis Oriental, Philippines**