**First Name of Application CV No 1644948**

Whatsapp Mobile: +971504753686



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 Objectives:

 **To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth**

Qualifications:

 **I am a highly motivated person that can work effectively as a part of the team and as an individual.**

 **I excel in fast paced environment demanding strong organizational, communication and interpersonal skills.**

 **Able to multi-task effectively.**

 **Works well independently and as a part of a team.**

 **Detail and result oriented and resourceful in completing project and task.**

 Working experience:

**Jollibee Foods Corporation June 2014 - May 2015**

**Cashier/Service Crew**

* **Greet customers and communicate with them with a view to determine their orders**
* **Take customers’ orders and punch them into the restaurant order database**
* **Inform customers of their bill and ask if they will pay in cash or through credit card**
* **Take payments and tender change**
* **Process credit card payments and ensure that customer’s sign counter slips**
* **Relay customers’ orders to the kitchen and ensure that each order is expedited**
* **Tally cash at the end of each shift and handle discrepancies according to company policies**
* **Create and maintain cash reports at the end of each day**

**Crypto888 August 2015 - January 2016**

**Receptionist**

* **Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.**
* **Directs visitors by maintaining employee and department directories; giving instructions.**
* **Maintains security by following procedures; monitoring logbook; issuing visitor badges.**
* **Maintains telecommunication system by following manufacturer's instructions for house phone and console operation**
* **.Managing the schedule of meeting of every visitors**.

**American Tesol January 2016 - March 2016**

**Call Center Agent**

* **Obtaining client information by answering calls, interviewing and verifying information.**
* **Establishes policies by entering client information; confirming pricing.**
* **Informs clients by explaining procedures; answering questions; providing information.**
* **Updates job knowledge by studying new product descriptions; participating in educational opportunities**
* **Accomplishes sales and organization mission by completing related results as needed.**

Educational Background:

College

**2014 – 2015**

**BSIT – Java Programming**

**STI (Systems Technology Institute)**

**Munoz Edsa, Quezon City Philippines**

Secondary

**2008-2012**

**Olo National High School**

**Elementary**

**2003-2008**

**Project 6 Elementary School**

Skills:

* + - * **Well oriented and organize person.**
* **Fluent English**
* **Computer Literate (Microsoft office, internet surfing, Photoshop, research)**
* **Multi-tasking.**
* **Can work under pressure.**
* **Well groom women.**

**Personal background**

**Date of birth: October 25, 1994**

**Sex: Female**

**Weight: 55 kgs**

**Height: 5’0**

**Citizenship: Filipino**

**Civil Status: Single**