**First Name of Application CV No 1650312**

Whatsapp Mobile: +971504753686



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Desired Position: Any hospitality services related position.

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Objective*:* To be a part of a dynamic company that continuously enhances my potentials and demonstrates a high level of motivation to succeed.

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| **WORK EXPERIENCES** |

OBJECTIVE

OBJECTI

Waitress cum Receptionist

PIZZA HUT

SM, Batangas City Philippines

June 2013 – December 2015

Responsibilities:

* Greets guests and presents them with the menu.
* Informs guests about the special items for the day and menu changes if any.
* Suggest food and beverages to the guest and also try to up sell.
* Take food and beverage orders from the guest on the order taking pads or on the handheld Point of Sale (POS) system.
* Obtaining revenues, issuing receipts, accepting payments, returning the change.
* Performing basic cleaning tasks as needed or directed by supervisor.
* Punch the order on the POS machine and make sure to enter the special requirements made by the guest while ordering the food. Eg: No Garlic, less spicy etc, without egg etc.
* Communicate to the guest and provide assistance with their queries.
* Co - ordinate with the bus person, kitchen staff, bar staff to ensure smooth operation and guest satisfaction.
* Server food and beverage to the guest as per the course of order.
* Observes guests and ensure their satisfaction with the food and service.
* Promptly respond to guest with any additional request.
* Maintaining proper dining experience, delivering items, fulfilling customer needs, offering
* Prepare mixed drinks for service to your customers table.
* Must have some familiarity with basic cooking skills.
* Print closing report and drop the cash with the front office / accounts department.
* Tally the Credit Card settlements for the day with the batch closing report from EDC machine.

* matters of his working area and/or as delegate

HONDA PHILIPPINES

*Receptionist cum Secretary*

Batangas City, Philippines

August 2011 - December 2012

* Answer or redirect general inquiries in person, by telephone or email.
* Take and forward messages using multi-line telephone.
* Distribute incoming mail and faxes.
* Maintain confidential filing system for client files, using Client Information System (CIS)
* Update and edit the department web site as required.
* Order and replenish departmental supplies, career inventories, technical equipment, pamphlets etc.
* Use and understand various computer programs and office equipment.
* Score and keep records of Career Inventory materials.
* Tabulate and maintain accurate and up-to-date statistics of client feedback forms.
* Collate workshop feedback forms.
* Update and maintain department’s orientation manual.

COMPUTER LITERACY:

 1. Microsoft Word

 2. Microsoft Excel

 3. Internet browsing

 4. Microsoft Outlook

 5. PowerPoint

**EDUCATION**

*Highest Education*

Date Graduated: April 2015

Education Level: Bachelor's / College Degree

Course: B. S. in Hotel and Restaurant Management

School/University: Batangas State University

Address: Batangas City, Philippines

**PERSONAL INFORMATION**

Age : 21 yrs old

Date of Birth : June 03, 1994

Nationality : Filipino

Civil Status : Single

Language : Filipino and English

Height : 5’3”