**First Name of Application CV No 1653756**

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**Date of Birth:** 27 August 1990

**CAREER OBJECTIVE**

To seek for better opportunities. To find a job that would help me improve my skills and could give me much more experience to have the ability to succeed together with the company itself.

**SKILLS AND QUALIFICATIONS**

* Excellent professional written and verbal communication in English
* Proven skills in typing
* Ability to prioritize and multi-task
* Able to cope well with time constraints and work under pressure
* Proactive, dedicated to meeting deadlines and able to manage stress
* Strong personal drive and determination
* Collaborative, professional and dedicated to the team
* Displays enthusiasm, self-motivation, flexibility and a “can do” attitude
* Willingness to commit to and align with company culture and values

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**WORKING EXPERIENCE**

Mado Turkey Café – Doha, Qatar

**Pastry Helper**

September 2013 – August 2015

* Product Selling and Customer service via customer interaction.
* Assist Head Chef in pastry preparation, production and presentation activities.
* Report to Pastry Chef about kitchen and storage equipment repairs, maintenances and malfunctions.
* Record food spoilage and communicate to chefs.
* Prepare market list according to daily food orders.
* Order and stock food products in coolers and freezers according to food storage standards.
* Ensure stock rotation to minimize wastages.
* Update production schedules, recipe cards, and plating guides.
* Adhere to sanitation, cleanliness, and health and safety regulations.
* Ensure kitchen equipment and supplies are maintained clean and sanitized.
* Manage pastry station for optimum production and quality.
* Set daily priorities and inform changes in assignment that may arise anytime.
* Create cooperative work environment, supervise and direct training sessions, and conduct performance appraisals.

Oracle CMS International – Makati, Philippines

**Front Desk Receptionist**

January 2013 – August 2013

* Welcome visitors by greeting them, in person or over the telephone; answer or refer inquiries.
* Direct visitors by maintaining employee and department directories; give instructions.
* Maintain security by following procedures; monitor logbook; issue visitor badges.
* Maintain telecommunication system by following manufacturer's instructions for house phone and console operation.

Bench Body, Manila Philippines

**Clothing Sales Associate**

June 2012 – November 2012

* Greet and obtain information on customers' needs and show them ranges of clothing materials.
* Select dresses as per customer's choice and preference and convince them for a trial
* Accept dresses from customers returned for losing color and getting shrunk after one wash.
* Operate computerized sales tracking systems and update sales transactions.
* Assist in taking clothing stock of the store and goods order to manufacturing companies.
* Sell clothes suitable for the season and inform customers upon new arrivals.

**EDUCATIONAL ATTAINMENT**

Nueva Ecija University of Science and Technology

Cabanatuan City, Philippines

**Accelerated Vocational Training Program**

**Culinary Arts - 2012**

College of the Immaculate Concepcion

Cabanatuan City, Philippines

**Bachelor of Science in Business Administration**

(Undergraduate)

**Certificate:**

Philippine TVET Qualification and Certification System

March 21, 2013 – March 21, 2018