**Objective:**

To be productive and willing to work hard and had achieved many positive acknowledgements, not to mention my ability to manage and socialize with my surrounding. I work with deadlines, and take full responsibility for what I do.

**Highlights:**

* Sales experience
* Cash handling expertise
* Superb interpersonal skills
* Strong organizational skills
* Energetic work attitude

**Educational attainment:**

College : 2001 – 2002

B.S. Computer Science

Manila Montessori int’l college

Quezon City

**Work experience:**

Up to present Telephone Operator/ Cashier

Mar 18, 2014 (Swich Restaurant) Munch Investment Company

**Duties and responsibilities:**

* Responsible for fulfill the request and need of all quest.
* Process customer order by online entry into cumputer system, verify accuracy prior to customer.
* Responsible for resolving all problems while ensuring the delivery of excellent customer service through fast and accurate order processing.
* Handled the tasks of receiving and responsible to queries on telephone.
* Responsible for up sales and taking orders.
* Give all the services to quests request and needs.
* Maintained contact with the quest and provided information register order on-line.

Feb 14, 2014 Cashier / Waitress

Sept 09, 2013 (Manhattan Restaurant) Avenue Hotel

**Duties and responsibilities:**

* Operates cash machines and POS to calculate customer bills.
* Highly skilled in providing a timely, efficient, and considerate customer service.
* Count cash in the cash register at the end of each shift and ensure that it tallies.
* Proven ability to answer customer’s questions and give information regarding the business procedures and policies in an exact and customer- friendly way.
* Hands-on experience in accepting payments from customers and give change and receipts.

Aug 01, 2013 Sandwich artist/ Cashier

Jan 12, 2013 (Subway) House of Sandwiches

**Duties and responsibilities:**

* Handling cash in, cash out for closing.
* Responsible for paper works like inventory, control sheets for evening closing.
* Receiving phone calls from the customer deliveries.
* Answer telephone calls and inquiries.
* Provides information by answering questions and request.

April 06, 2012 Cashier/ Waitress

Feb 26, 2011 Excapade Sushi Restaurant

Brunei Darussalam

**Duties and responsibilities:**

* Coordinates with the customers in answering various inquiries.
* Responsible for providing excellent customer service.
* To providing distinguished customers superior level of professional and personalized after sales service.
* Responsible for handling reservations and set of menu plans and handling quest complain.

May 18, 2010 Barista/ Cashier

Dec 28, 2008 (Costa Coffee) Bahrain

**Duties and responsibilities:**

* Dealing with the customers and take personal responsibility activity, Prepares daily sales.
* Perceive both problems and opportunities and initiate appropriate action plans to improve overall operations.
* Monitor company inventory and reports.
* Ensuring smooth operations and proper shift turn over.
* Thinking and analyzing of strategies on marketing that will increase the profits of the company.

June 12, 2008 Banquet Waitress

June 10, 2006 Leylaty ballroom & Group of Company

Saudi Arabia, KSA

**Duties and Responsibilities:**

* Attend to all customer queries and request courteously.
* Ensure of giving highest of service by being polite and cordial with customer/guest.
* Knowledgeable for buffet service in all types of dining operations like Russian service, French service, American service, buffet service and VIP services.
* Preparing for the buffet set-up, arranging table cloth and chair cover.

**Skills:**

* Accurately remember and execute instructions.
* Interpersonal relationship with my co-worker.
* Excellent communication skills
* Time management skills.
* Strong organization skills.
* Natural ability to work on own initiative or as part of team.

**Personal background:**

Date of birth: December 13, 1983

Place of birth: Sasmuan, pampanga

Civil status: Single

Citizenship: Filipino

Availability: immediate

**First Name of Application CV No:** **1657398**

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