**First Name of Application CV No 1660296**

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| **Date of Birth**18TH December 1992**Nationality**Philippines | **Height / Weight** 173 cm / 65 kg | **Language**Tagalog & English ( both fluent – written and verbal ) |  |

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| Objective | To obtain a challenging position that would utilize and expand my knowledge and contribute to the success of a team and the company as a whole. |
| Skills | Customer Service ★★★★★★★★★★Communication ★★★★★★★★★★Organization ★★★★★★★★★★Team Player ★★★★★★★★★★Multi-Task ★★★★★★★★★★Social ★★★★★★★★★★ |
| Work Experience | n.i.k general trading llc – Dubai, UAE Jan 2015 – July 2015Office AssistantProvides administrative, secretarial and clerical support to others in the office to maintain an efficient office environment.+ Customer Service+ Answer phone calls and transfer to the appropriate staff member+ Incoming emails ( reply or forward as required)+ Product Knowledge+ Provide accurate information to customers+ Ensure office equipment’s are properly maintained and serviced+ C0- ordinate and organize appointments and meetings+ Record Keeping+ Document preparationNasimi beach - Atlantis, the palm – Dubai, UAE 2012 – 2014Host // WaiterDeliver friendly, efficient customer service and creating a warm and welcoming atmosphere for all of our guests on arrival. Answer phone calls, take reservations and manage the efficient and timely seating of our guests to a table that best serves their wishes.+ Customer service+ Special events like SANDANCE, LIVE @ATLANTIS+ Product Knowledge+ Meet and Greet+ Offer appropriate seating arrangements+ Editing menusArabica coffee llc – Dubai, UAE April – July 2012Coffee CookResponsible for serving all products with friendly, individualized attention towards each customer, prepare and present quality beverages according to standard recipes.+ Customer service+ Product knowledge+ Meet and greet+ Serve hot coffee quickly and efficient+ Cleanliness and sanitation of work area+ Making sure that all coffee beans/blends are available at all times |
| Education | Sydney adventist college – Sydney, AUS 2009-2011Secondary st. Jerome school of novaliches– Manila, PH 1999-2009Primary & Secondary |