**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 2015  Office Assistant  Provides 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 preparation  Nasimi beach - Atlantis, the palm – Dubai, UAE 2012 – 2014  Host // Waiter  Deliver 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 menus  Arabica coffee llc – Dubai, UAE April – July 2012  Coffee Cook  Responsible 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 2009-2011  Secondary  st. Jerome school of novaliches– Manila, PH 1999-2009  Primary & Secondary |