**First Name of Application CV No 1660464**

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**CAREER OBJECTIVE:**

To be able to work for a position that will utilize my skills and knowledge. Acquire my personal/career advancement and contribute for the corporate growth through constant learning and research.

**WORK EXPERIENCE:**

August 24,2015 – Present **RECEPTIONIST – ROYAL AVENUE PROPERTY MANAGEMENT**

* Welcomes visitors /clients
* Answers telephone calls and provide information to the caller
* Take and relay messages
* Schedule apointments

July 10, 2013 to Present **BARISTA/CASHIER – SSP EMIRATES**

* Responsible for providing courteous and efficient food and beverage service

To the guest.

* To attend and respond to guest’s need promptly and professionally.
* Provides good customer service.
* Prepare or serve hot or cold beverages such as coffees, blended coffees or teas.
* Describe menu items to customers or suggest products that might appeal to the guest.

May 9, 2010 – April 30, 2013 **TEACHER ASSISTANT – AL RABAA SCHOOL**

* Tutor and assist children in order to help them master’s assignments and reinforce learning concepts presented by teachers.
* Provide extra assistance to students with special needs, such as, non-English students or those with physical and mental disabilities.
* Take class attendance and maintain attendance record.
* Assist in bus loading and unloading.

May 2008 – October 2009 **FIELD INTERVIEWER – PHILIPPINE SURVEY AND RESEARCH CENTER – RESEARCH INTERNATIONAL**

* Ask questions in accordance with instructions to obtain various specified information such as person’s name address, age and state of residency.
* Assist individuals in filling out applications or questionnaires.
* Conduct research to gather information about survey topics.
* Encourage compliance of respondents and answer respondent’s queries and other related issues.

January 2005 – January 2007 **SALES LADY – METRO TOWN MALL**

Department Store (Ladies Section)

* Assist customers in shopping ladies wear.
* Answer queries of shoppers.
* Provides good customer service.
* Participate in the monthly inventory of the stocks.
* Coordinate with supervisors in evaluating daily production sale.

June 2004 – November 2004 **PRODUCTION WORKER -** **INTERNATIONAL WIRING SYSTEM**

* Performing the assemblage and manufacturing process of a product.

**EDUCATIONAL ATTAINMENT:**

**TERTIARY** **TARLAC STATE UNIVERSITY**

 **ab SOCIAL SCIENCE**

**SECONDARY ESTIPONA NATIONAL HIGH SCHOOL**

 (1994 – 1998)

**Primary ESTIPONA ELEM. SCHOOL**

**QUALIFICATION & CAPABILITIES:**

* Can speak and write English
* Computer literate
* Honest and Trustworthy
* Can work with minimal supervision
* Easily adoptable to a continuous work of atmosphere

**PERSONAL BACKGROUND:**

Birthdate : March 21, 1981

Sex : female

Civil Status : Single

Citizenship : Filipino