**First Name of Application CV No 1661058**

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<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>*EMPLOYMENT GOAL:*

*To be able to expand my skills and knowledge in both company and self goals.*

*RELATED SKILLS :*

* *Responsible and Dependent*
* *Can do multi-tasking*
* *Can work even without supervision*
* *Friendly and Honest*
* *Hardworking*

*EDUCATION:*

*2010*

*Our Lady of Fatima University- Quezon City*

*Bachelor of Science in Nursing*

*WORKING EXPERIENCE:*

***Barista / Cafe Attendant***

 ***Starbucks Brand***

*Cheeky Monkeys ( Dubai United Arab Emirates )*

*16 January 16,2014 – Present*

*DUTIES AND RESPONSIBILITIES:*

* *Smile and greet customer*
* *Maintaining all areas clean*
* *In charge of doing coffee either cold or hot , fresh juices, frappucinos, ice cold drinks*
* *In charge of cashiering , delivering order , punching order, cash handling*
* *Stock taking daily to monthly*
* *Responsible for ordering of stocks*
* *In charge of the foods for party*
* *In charge of setting table of the upcoming party*
* *Making sure all the party foods and beverages are to be served in standard manner*
* *Preparing foods not only for party but also for all the walk in customers*
* *Training of new staff.*

***Barista/ Store In -charge***

***Coffee Time***

*11 October 2013 –27 June 2011*

*Integral Food Services (Doha, Qatar)*

*DUTIES AND RESPONSIBILITIES:*

* *Smile and greet the customer*
* *Maintain the cleanliness of the area*
* *In charge of doing coffee order*
* *In charge of cashiering and deliver of service( order taking ,suggestive selling , serving )*
* *In charge of ordering of weekly stocks & doing of monthly inventory including all paper works document*
* *Serve quality food with a quick service to satisfy the guests that will make them want to return*.
* *Training of new staff*

***Service Crew***

 ***Southern Fried Chicken***

*26 June2011– 19 July 2010*

*Integral Food Services (Doha, Qatar)*

*DUTIES AND RESPONSIBILITIES:*

* *In charge of Cashiering*
* *Doing ordertaking,serving and suggestive selling*
* *Responsible in doing the pick- up food and it should be on time*
* *Preparing the cutleries and crockery’s needed*
* *Responsible in doing the set up*
* *Proper settings of dining table*
* *Attentiveness to the guests*
* *Giving a good and quality service to the guest*
* *Ensure that the guests are satisfied and all the standards were met.*
* *Responsible in refilling of cutleries, trays and condiments in the dining area*
* *Knowledgeable in food and beverage*

***Service Crew***

***Kentucky Fried Chicken***

*(K.F.C. Philippines)*

*18 March 2010 – 16 April 2005*

*DUTIES AND RESPONSIBILITIES****:***

* *To ensure that the guest orders are accurately communicated to the kitchen and service staff.*
* *To ensure that maximum personal and overall hygiene standards of the room service is maintained always.*
* *To ensure that all food & beverage items are served are accounted for.*
* *To assist guests with helpful suggestions when required.*
* *To ensure proper communication.*
* *To cooperate with superiors, subordinates and co - workers on duty.*
* *To ensure that a proper shift hand over is done prior to going off duty.*
* *To advise guest how long before the order will be delivered.*
* *To suggest items from the menu if guest is hesitant and to be familiar with the room service menu.*
* *To apply at all times the salesmanship aspect of the job.*

***Service Crew***

***Mister Donut, Philippines***

*04 May 2004 – 10 October 2004*

*DUTIES AND RESPONSIBILITIES :*

* *Responsible in cash handling procedure*
* *Knowledgeable in the price list*
* *Availability of products/items.*
* *Preparing the daily sales report.*
* *Responsible in requesting stocks for missing items and inventory stocks and other monthly reports*
* *Refilling and organizing the display items/product*
* *Applying the FIFO system (First- in-First-out) and checking the expiration date to avoid the expiration of the items.*