**OBJECTIVES:**

To work in the company that requires a highly motivated individual that can do a multitasking work and insure costumer satisfaction.

**SUPERVISOR**

Group of Company

TRULY FRESH

February 12, 2014 - till present

Job descriptions:

* Supervised the staff
* Responsible for ordering stocks to the supplier
* Monitoring the daily ,weekly and monthly inventory
* Prepare weekly and monthly report
* Helping in store such as cashier taking order from the costumer
* Responsible for costumer needs and satisfaction
* Preparing monthly petty cash

Waitress

Group of companies

Whittard of Chelsea

March 2010 – February11, 2014

Job descriptions:

* Store In-charge
* Providing excellent customer service ( Barista ,waitress, cashier)
* Presenting menus to customers
* Explaining menu items to customers
* Answering questions from patrons about food and beverages
* Taking food and drink orders
* Up-selling additional food and beverage products to patrons
* Sharing information with customers about the status of their orders
* Refilling customer drink orders throughout the meal
* Ensuring that customer orders are assembled properly in the kitchen
* Delivering orders to customers
* Finding out if customers need additional items
* Verifying that customers are satisfied with their orders
* Determining when customers have completed the meal
* Serves as a front-line staff in providing efficient, effective and courteous customer service in response to needs of diverse customer.
* Promotes the products by providing customer with accurate information to meet their needs.
* Assisting customer and expecting customer’s demands will ensure with satisfactions.
* Customers to buy the products which are essential and excellence to their needs.
* Conducts inventory on daily, weekly, monthly basis.

Cashier/ Checker

Gaisano city (Food Court Department)

Philippines  
Oct. 2003-Sept.2004

**Job Description:**

* Record cash and disbursement
* Issued official receipt for all payment received
* In charge of cash register. (Include cash, credit transactions and balancing the register at the end of the shift).
* Assist the other staff with various tasks.
* Competent with computerized register system and have a good cash handling skills.
* Professional, polite and reliable.

Sales Lady  
Nov.2002-April 2003

SM City (Department store)

Philippines

**Job Description:**

* Provide customer service
* Maintain the brand standards on customer level
* Prioritize displays of new collection in prime areas
* Maintain visual standards and liaise it with the Visual Merchandiser
* Provide reports of fast and slow moving item to the Brand Manager
* Create a stock ordering report for replenishment on daily
* Promotes the products by providing customer with accurate information to meet their needs
* Assisting customer and expecting customer’s demands will ensure with satisfactions
* Serves as a front-line staff in providing efficient, effective and courteous customer service in response to needs of diverse customer

***EDUCATION***

Cabalum Western College   
 Bachelor of Science in Business Administration (Graduated – 1999-2003)

***SKILLS AND KNOWLEDGES:***

* Fluent and proficient in English and Filipino languages
* Establish courtesy and professionalism at the workplace
* Excellence in customer care service
* Computer literate such as Microsoft office programs and excel
* Trustworthy and very systematic in handling people and job assignment and practicing leadership skills
* Has ability to effectively interact in both oral and written strong communication
* Willing to undergo training and learn new trends and system implemented

***PERSONAL DETAILS***  
  
Age : 33 years old  
Marital status : married  
Nationality : Filipino  
Date of Birth : 27 October 1981

***LANGUAGES KNOWN:***

English – Arabic – Tagalog

**First Name of Application CV No:** **1673106**

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