**JOSEFINA**

 **OBJECTIVE:**

 To achieve a career that will enable to make contributions leading to company’s growth and enhance not only my personal being and potentials but the entire team as well.

**SKILLS, STRENGTH & QUALIFICATIONS:**

* Willing to undergo massive training
* Computer Literate ( MS Office Application )
* Ability to work independently or as part of a team.
* Experience in banqueting and functions in and outside the restaurant.
* Experience in Customer Relations and High Standard Services.
* Willing to work on shifting schedule.
* Customer focused, self-motivated and ability to be flexible.
* Fast Learner

**CAREER DETAILS/EMPLOYMENT HISTORY:**

**PREMIX PARTIES AND EVENTS**

*MM Towers Al Maktoum Road*

*Deira, Dubai UAE*

*June 02, 2012 to present*

* **Roberto Cavalli Club and**
* **Cirque le Soir** – Fairmont Hotel, Sheik Zayed rd
* **IRIS Dubai -** Oberoi Hotel
* **Club Sensation** – Crowne Plaza Hotel, Sheik Zayed rd
* **Club Republique** – The Address, Dubai Mall
* **White Dubai** – Meydan Race Course
* **Sky Bar ( The One )** – Yas Island, Abu Dhabi
* **Vii Dubai Lounge and Bar** - Conrad Hotel
* **Abu Dhabi National Exhibition Center**
* **Dubai World Trade Center Concert Events**
* **Sundance Atlantis the Palm**
* **Formula 1 Events** – Yas Marina Island
* **Meydan Racecourse Dubai World Cup**
* **Rugby Seven**
* **Private Parties**

***Duties and Responsibilities:***

**Cashier**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits
* Issue receipts, refunds, credits, or change due to customers
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
* Open POS system and place cash in drawer
* Close out guest checks as they are brought in by servers
* Process cash payments ensuring to give proper change
* Process charge payments properly

**Waitress**

* Greet guests and make them feel comfortable
* Learn menu items and be able to describe them appropriately to guests
* Take beverage and food orders
* Deliver beverages and food in a timely manner
* Check-in with guests to ensure that everything is going well
* Deliver guest’s bill and thank them for dining at the restaurant
* Work with other servers and be a team player

**Barmaid**

* Give proper and high standard service to the customers
* Report regularly to the Bar and Restaurant Manager
* Extensive knowledge of bar menu, beverages spirits and cocktail
* Extensive knowledge in up selling the product
* Maintain bar stocks and handling bar equipment and beverages inventory
* Maintain knowledge of keeping up the proper Standard Operating Procedure of the bar
* Maintain proper personal hygiene and orderliness and cleanliness of the bar

**Bar Runner/Assistant Waiter**

* To assist in the preparation of mise en plus for service as required, in accordance with the required hotel Standards.
* To keep back of house, restaurants, lounge areas and gardens tidy at all times and to regularly clean all associated equipment.
* Mix ingredients to prepare cocktails and other drinks for guest
* Clean up restaurant, lounge tables after customers and clean with appropriate chemicals
* To attend training sessions and courses and to assist with the ‘on-the-job’ training of new staff, as required
* To handle minor complaints in a professional and courteous manner and to provide appropriate solutions
* To ensure that all food & beverage items served at a quality and recorded in an appropriate manner in order that guests may be charged, and to operate a cash bar as and when required
* To display professional salesmanship and positive sales techniques at all times
* To uphold good housekeeping practices, ensuring a safe, clean, tidy and pleasant working environment

**ASHP ADVERTISING & PRINTING SERVICES**

*Molino Bacoor Cavite, Philippines*

*July 2009 – June 2011*

**Receptionist**

***Duties and Responsibilities:***

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

**TECHNOFREEZE/INLAND CORP.**

*QA Staff*

*Sta. Rosa, Laguna Philippines*

*Nov 2008 – May 2009*

**EDUCATIONAL BACKGROUND:**

 **Tertiary:** System Technology Institute **Year**

 Rosario Cavite, Philippines

 **Course:** Hospitality and Restaurant Services 2011

 **Secondary:** Columbia Polytecnic Institute 2008

 Noveleta Cavite, Philippines

**Primary:** St. Augustine School 2000

 Tanza Cavite, Philippines

**SEMINAR ATTENDED:**

**Hotel Familiarization Tour**

**Days Hotel, Tagaytay City**

* Front Office Operations
* House Keeping Operations
* Kitchen Operations
* Food and Beverage Operations

**TESDA National Certification:**

F & B Services NC II

Commercial Cooking NC II

**PERSONAL DATA:**

 Date of Birth : July 24, 1987

 Age : 28

 Status : Single

 Height : 5’5

 Religion : Roman Catholic

 Language Spoken : Filipino and English

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 