**Rolly**

Objectives:

To contribute my skills and knowledge in order to fulfill the goals implemented by the

Company.

Working Experienced:

**\*Amazing Cupcake Qatar** (4.6 years of completion)

Oath man bin affan St. Al aziziya, Doha, Qatar

From: September 30, 2011 to March 18, 2016

Position and Job Description:

\***Receptionist** – Taking orders and selling products, making daily and weekly sales and expenses report, handled two branches in a week, and check that branches orders are well organize before the operation.

\***Cashier** – Can operate cash register machine, credit card machine, basic computer, organize cash and expenses receipt.

\***Purchaser and Stock Inventory** – Order products from the supplier by phone call or email and I purchase also personally, count and check expiry date and product quality before releasing payment, file stocks with first in first out basis, make a list of products expiry date and ensure products are in good condition before using to avoid violation and problems.

\***Cake and cupcake decorator, and baker as well.**

**\*Grand Regal Hotel and Casino** (6 months’ contract)

J.P. laurel avenue, lanang st. davao city, Philippines

From: 2008 – 2009

Position and Job Description:

\***Laundry Attendant** – Operating manual washing machine and dryer, flat iron, skilled in linen folding, collecting soiled linens, assist room attendant.

**\*Cebu City Sports Club** (part time)

Ayala compound, lahug st. Cebu City, Philippines

From: 2010 – 2011

\***Function Waiter** – Assign in wedding, debut, conference and other occasion of a well-known company in Cebu city. Can assist 6 tables (11 persons per table), skirting tables, flower arrangement and handled small function.

Educational Attainment:

2 years Hotel and Restaurant Management

March 2007 Graduate

De LaSalle John Bosco College

Mangagoy, Bislig City, Surigao del sur

Personal Skills:

\*Computer Literate

\*Speaking basic Arabic

\*Speaking English

\*Speaking Filipino (Tagalog)

Personal Information:

Age: 29 yrs. Old Status: Married

Height: 5’4 ft.

Weight: 130 lbs.

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

 