**ALOJA**

**Career Objectives:**

To obtain an interesting and challenging career position in a reputed firm, this allows me to use my skills and potential to the fluent work with enthusiasm and discipline to achieve the organization goals.

**Qualification:**

Graduate of Bachelor of Science in Commerce Major in Computer Science and Information System – 2003

**WORK EXPERIENCE:**

**MONROE'S NURSERY - April 2014 - Up to Present**

Teaching Assistant

JBR Murjan 6, Dubai U.A.E

**Job Description:**

* + Assisting the teachers with various duties of classroom management and implementation of developmental curriculum.
  + Provide clerical support to the classroom teacher.
  + Setting up practical activities and crafts including displays.
  + Providing care and supervision of students.
  + Promoting a happy, caring atmosphere.
  + Maintaining good communication with parents, co-workers and children.
  + Working towards the development and aims of the nursery.
  + Performing other duties as assigned.
  + Responsible in maintaining the classroom cleanliness.

**SNOWDROP THREAD COMMERCIAL –July 2008 to 20 October 2013**

Self –Employed – Personal Business

Specialized in Subcontracting of different type of sewing garment such as curtains, throw pillow cases, ref cover, bed sheets. T.V. cover.

Sapang Palay, City of San Jose del Monte, Bulacan, Philippines

**Job Description:**

* Monthly inventory of stocks.
* Monitoring the production of products.
* Trained the colleagues for the new product and promotion.
* Handling daily cash floats and daily sales.
* Attending customer needs and make sure that the customers are always priority.
* Maintaining the standard operating procedures.
* Identify customer needs and expectations correctly, including those with own designs and provide appropriate services.
* Identify and take all opportunities to enhance the quality of service.
* Provide customer satisfaction.
* Assure that all the customer orders will be delivered on time.

**MARYNOR’S CATERING – August 2008 to October 2013**

Catering Manager – Family Business

Sabitang Kampana Dulong Bayan SJDMB

**Job Description:**

* Hands-on role and involved in a day to day running of the operation.
* Handle food, utensils and basic book keeping materials.
* Identify and estimate quantities of foods, beverage and food supplies to be ordered.
* Maintain good relationships with customers and staff.
* Organized, plan, and priorities.
* Implementing the rules and regulation of the staff.
* Perform activities such as scheduling, budgeting, and payroll.
* Responsible for ensuring that everything is well coordinated to attain customer satisfaction.
* Handle different catering functions and catering outlet.
* Arranging the presidential and guest table (table skirting)
* Decorating flowers and center piece for every tables.

**CITYHUT GRILL AND RESTAURANT – 2003 to 2008**

Manager

Ipo Road, Minuyan Proper San Jose del Monte Bulacan

**Job Description:**

* Responsible in training and hiring staff for the restaurant
* Resolved customer complaints about food quality or service.
* Select or create menu items.
* Checked the quality of deliveries of the fresh food.
* Monitor food preparation and methods
* Responsible to take orders and assist the cook to prepare food as per order of customers
* Responsible in preparing the menu card as well as price list
* Providing effective supervision of all food and beverage services
* Responsible to prepare recites and collect payments from the customers
* Implementing an online marketing plan to promote restaurant’s dishes to a wider range of people customer needs and make sure that the customers are always priority.
* Maintaining the standard operating procedures.
* Preparing weekly schedule of the colleagues.

**CULLANO LENDING INVESTOR – 1999 to 2000**

Collector (Part-Time)

Sampol Market Sapang Palay San Jose del Monte Bulacan

**Job Description:**

* Collecting the payments for the dept of the customer.
* Preparing the document needed for their loan.
* Depositing the collection to the bank.
* Prepared the initial computation on the accounting ledger.

**ZIP & SEW ENTERPRISE – 1997 to 1998**

Sales Lady (Working Student)

Aquarra Ext. Baclaran Paranque City

**Job Description:**

* Assist the customer and show what kind of product they are looking for.
* Sell finished product.
* Handling cash payment.
* Arrange the goods in the proper way.
* Give the customer satisfaction.

**SKILLS:**

* Inter personal and communication skills.
* Outstanding dedication to customer service and client relation.
* Willing to take extra responsibilities to get work done.
* Creative and organized.
* Reliable team leader.
* Knowledgeable in basic office operation.
* Ms office and Ms word
* Team worker
* Can accept responsibility as a challenging role.

**EDUCATION:**

2000-2003 CENTRO ESCOLAR UNIVERSITY

Malolos, Bulacan. Phils.

Bachelor of Science in Commerce Major in Computer Science and Information System

Degree Earned

1999-2000 UNIVERSITY OF PERPETUAL HELP RIZAL

Las Piñas, Paranaque City

Bachelor of Science in Computer Science and Information Technology

2 Semesters

1993-1997 SACRED HEART ACADEMY

Poblacion Sta. Maria Bulacan. Phils.

Secondary Education

1987-1993 SAPANG PALAY PROPER ELEMEMARY SCHOOL

Sapang Palay SJDM. Phils.

Elementary Education.

**PERSONAL REFERENCE:**

Birthday : September 3,1980

Age : 35

Height : 5”0

Weight : 69 kgs.

Civil Status : Married

Citizenship : Filipino

Religion : Roman Catholic

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

