**Rhealyn**

Objective: Seeking a long term employment in an organization, which will require me to utilize my skills, abilities and experience to ensure company success.

Work Experience:

Receptionist cum Cashier

July 18, 2014 – Present (2 years Contract)

Golden Dragon Restaurant – SFC Group of Company

Oud Metha, Dubai

* Receiving and assisting the guest.
* Present bills and process cash, credit and debit payments for walk in and dine-in guest.
* Handling telephone calls and assisting the customer’s needs.
* Ensure guest satisfaction and report any problems to managers.
* Maintain accurate guest charge accounts.
* Filing and encoding all documents and invoices.
* Presenting menus, make recommendations and answer’s questions regarding F&B items.
* Ensure that the reception area is clean and properly set throughout the shift.

Purchasing Officer

February 2009 – March 2014

SIM Computer Sales Inc. (Total IT and Solution Provider)

Makati City, Philippines

* Reviewing, analyzing technical specifications and select the most appropriate methods
* Source, select and negotiate for the best purchase package in terms of price, terms, delivery and service with suppliers
* Source of new parts and suppliers when the need arises
* Assist in managing and following up orders
* Coordinate with suppliers to ensure on-time delivery
* Handling and monitoring of claims to vendors for defectives, shortage and missing parts
* Maintain complete updated purchasing records/data and pricing in the system
* Provides required written authorizations and documents to suppliers
* Prioritizing task to be able to submit the BID on time

Skills:

Proficiency in windows-based application (e.g Power Point, Excel, Word and Outlook) and internet application. Manage time effectively, prioritizing task and able to work on deadlines. Good communication and listening skills and can work under pressure.

Achievements:

Employee of the Year 2013

SIM Computer Sales Inc

Metropolitan Ave., Makati City Philippines

Education:

Tertiary Level: Bachelor of Science in Nursing

 Olivarez College

Sucat Road, Paranaque City Philippines

2007

Secondary Level: Malate Catholic School

 San Andres St. Malate, Manila Philippines

 1993-2003

Personal Data:

Date of Birth: February 8, 1987

Civil Status: Single

Nationality: Filipino

Religion: Catholic

Language Spoken: Tagalog and English

**Job Seeker First Name / CV No: 1716978**

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

 