**Ruby Sunshine N. Barraca**

**CAREER OBJECTIVE**

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way determination and commitment. I believe that I would be the most effective in organization that trust with me responsibility and provide opportunity to learn and grow, and also to work in a globally competitive environment on challenging Assignments that shall yield the twin benefits of the job satisfaction and a steady paced professional growth.

**QUALIFICATIONS AND SKILLS**

* Good in Communication Skills
* Customer service oriented
* Willing to learn from my mistakes and to stand out in my unwanted profession

**COMPUTER LITERACY**

* Software Windows
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Programming
* Capable of Encoding (36 WPM)

**WORKING EXPERIENCE**

* (January 2014- up to present)

Dubai, UAE

**Cashier,Hostess**,

* Welcomes Guest by greeting them
* Answering the referring inquiries
* Ordering and taking stocks
* Handling the cash
* Monitoring the restaurant
* Being a team leader related as needed
* (February 2016-up to present)

Dubai, UAE

**Supervisor**

* Ordering and receiving the stocks
* Do the daily inventory stocks
* Supervise the staff and surrounding cleanliness
* Posting the daily Supply chain management
* Managing the stocks daily routine
* Handling the customer complaints
* RAMEE ROSE HOTEL (January 2013 up to January 2014}

Dubai, UAE

**Receptionist**

* 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.
* Maintain security by following Procedures; monitoring logbook; issuing visitors badges.
* Maintain telecommunication system by following manufacturers instruction for house phone and console operation.
* Maintain safe and clean reception area by complying with procedures, rules and regulation.
* Contributes to team effort by accomplishing related result as needed.

**Waitress**

* welcoming the guest with the perfect smile
* have primary role in food service
* multi tasking of ability to keep up with the wide range of expectations suggestions by using other selling techniques.
* Practice team work with co-workers
* SAUDI GERMAN HOSPITAL/AL ZARA HOSPITAL (December 2012 – January 2013)

Dubai, UAE

**Housekeeping**

* Clean rooms, lounges lobbies, bathrooms and hallways
* Vacuum and wash carpets and rugs
* Empty wastepaper baskets and ashtrays
* Transport trash to waste disposal equipment
* Dust and polish wooden surfaces and furnitures
* Replace light bulbs and repair fixtures
* Replenish bathroom and or mini bar supplies.
* MANG INASAL RESTAURANT (January 2011- December 2012

Philippines

**Waitress**

**Cashier**

* TOTAL WELLNESS PHILIPPINES ( July 2010- January 2011)

Philippines

**Waitress**

**Sales Representative**

* Sell products on behalf of a manufacturer or wholesaler,

Working directly

* Demonstrates the products to customers, showing how the products will increase the customers sales decrease their cost.
* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses

**EDUCATIONAL BACKGROUND**

TERTIARY: Hospitality & Restaurant Management

University Of Immaculate Conception

Madapo Hills Davao City, Philippines

( Year 2008-2011)

SECONDARY/: Ama Computer College

Primary Bankerohan Davao City, Philippines

Year 2002-2006

**PERSONAL BACKGROUND**

Birth Date : September 27, 1990

Religion : Roman Catholic

Civil Statues : Single

Gender : Female

Language : English/ Tagalog

**Job Seeker First Name / CV No: 1799406**

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