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**Contact HR Consultant for CV No: 188448**



 **Résumé**

**Career Objectives**

# To secure a position in your company where I can apply my experience and would best fit my qualifications and further enhance my values towards any responsibility that I will undertake, develop my talents and skills for continuous career improvement excel in every way to top my potentials, making a highly competent, assertive, proactive and creative individual.

**Personal Details**

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| --- | --- |
| **Visa Status** | Visit Visa |
| **Date of Birth** | May 22,1990 |
| **Nationality** | Filipino |
| **Gender** | Female |
| **Marital Status** | Single |

**Employment History**

**Position Desired: Sales Associate**

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**Matalan BTC Fashion L.L.C.**

**Khalidiya Mall Abu Dhabi, UAE**

 **March 03, 2013 to January 2016**

* Greet guests and patrons as they arrive
* Answers customers' questions about products, prices, availability, product uses, and credit terms.
* Recommends products to customers, based on customers' needs and interests.
* Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.
* Obtains credit information about prospective customers.
* Checks stock levels and reorder merchandise as necessary.
* Plans, assembles, and stocks product displays in retail stores.

**Mesa Food Cuisine**

**Position Desired: Food Server**

**Address: Koronadal City, Philippines**

**Date of Employment: June 20011 – December 2012**

Duties and Responsibilities:

* Attend to customers’ needs and orders.
* Do cashier duties.
* Informing customer of daily specials



**FB Hotel and Restaurant**

**Position Desired: Clerk**

**Date of Employment: June 2008 – December 2009**

* Ask if guests have a prior booking
* Greet guests and patrons as they arrive
* Manage the registration process
* Ask for identification and ensure that the provided credentials are accurate
* Handle guest check-ins and check-outs appropriately
* Operate hotel switchboard, take calls and provide information and transfer calls
* Manage accurate accounting of all rooms
* Provide guests with room keys and call for bellboys
* Answer queries regarding the hotel’s services, charges, dining facilities, sports facilities and travel directions
* Compute bills and take payments
* Provide guests with directions around the hotel
* Contact housekeeping and maintenance departments when a problem is reported
* Explain appropriate use of keys and ensure that guests are satisfied with the rooms allotted to them
* Balance cash at the end of the shift and generate accounting reports for the benefit of the next shift

**Skills and Abilities**

* Have good conversational English ability.
* Hardworking, can meet deadlines and can work under pressure with minimal supervision.
* Highly motivated towards achievements.
* Eager to learn and open for further development.

**Educational Background**

**Refrigeration and Air Conditioning**

Green Valley College Foundation

Koronadal City, Philippines

(School Year 2006 - 2008)