

**MICHELLE**

Email add:. [**MICHELLE.302133@2freemail.com**](mailto:MICHELLE.302133@2freemail.com)

**PERSONAL INFORMATION**

Nationality: Filipino

Birth Date: August 18,1988

Gender: Female

Marital Status: Single

Visit Status: Visit Visa)Transferable

**PROFESSIONAL PROFILE:**

Aim to be associated with a respected institution, which will provide me a platform to apply and hone my knowledge and skills as a better professional in my field of studies with exposure to various relevant scenarios faced by the firm. I will try to give my best to contribute to the overall growth and attain the vision, mission and goals of the company.

**KNOWLEDGE AND SKILLS:**

Computer literate(Microsoft Word, Excel, Internet Explorer,Ms Power Point,)

**HIGHLIGHTS:**

* Speaking Arabic
* Family Oriented
* Friendly
* Flexible
* Emotionally Supportive
* Superior communications skills

**WORK EXPERIENCE:**

Nov. -2014 to Nov.,2016

**Tchibo General Trading LLC**.

Sales Associate

**Responsibilities**:

* Good in customer service.
* Deal and insist the customers to promote products.
* Arrange and merchandise the items and follow the rules and

regulations,sending store open DSS as well and store closing.

* Make a weekly and monthly target.

November 2010-March 2014

**Al-Majal Al-Arabi Group Inc.**

Riyadh,Saudi Arabia

Dietitian

**Responsibilities:**

* Analyze and suggest of the food safety for the patients.
* Responsible for developing, planning, directing, and coordinating dietetic services at the institutional level.
* Making a dietary nutrition that will be assured from the doctors/nurses list.
* Implement food handling and storage policies that will assure food safety.
* Plan, organize, and conduct dietetic education for patients.

Convergy’s(SM Mall of Asia)

Pasay City ,Philippines

**Customer Service Representative(CSR)**

Oct.2008- Nov. 2010

Responsibilities:

* Good in communications skills.
* Good in customer service.
* Assisting in sales to promote products upgrade.
* Answer the telephone calls in politely manner.
* Follow up the taking orders through email.
* Deal and help resolve by the customers complaints.
* Team work
* Initiative

Landmark Department Store

Makati City, Philippines

**Sales Counter**

May 2006-September 2008

Responsibilities:

Good in communication skills.

Good in customer service.

* Receive payment by cash,credit cards,or check.

 Count the money in cash drawers at the beginning of shifts to ensure that amount are correct.

Maintain clean and orderly areas before

starting the duty.

* Answers customers question and complain.

Team work

**ACADEMIC QUALIFICATIONS & SKILLS**

BS Hotel and Restaurant Management

University of Visayas

Cebu, City Philippines

June 2004-March 2009

**On the Job Training(OJT)**

Shangri -la Hotel and Resort

Mactan,Cebu City Philippines

July 2008-March 2009

Waitress

**Responsibilities:**

* Basic food handler safety.
* Serving food and beverages for the customers.
* Washing dishes and plates.

**References: To be furnished on demand**