**JENIE MAE C. CUELLO**

**OBJECTIVE:**

To be able to work in a company where I can contribute my knowledge and will further enhance my skills for career growth and advancement

**EDUCATIONAL BACKGROUND**

2007-2009: Diploma in Computer System Design and Programming

Major in Programming from AMA Computer Learning Center, Valencia Bukidnon Philippines

**WORK EXPERIENCE:**

Company**Papparoti Coffee Shop**

Muroor Road,Abu Dhabi,UAE

Position **Cashier/Waitress**

 July 2012 to Present

Duties and Responsibilities:

* Present menus to patrons and answer questions about menu items, making recommendations upon request
* Greet patrons and answered questions regarding the menu
* Take orders from the customers
* Check with the customers to ensure that they are enjoying their meals and take action to correct any problems
* Help kitchen staff in food and salad preparation
* Remove plates and clean tables
* Clean restaurant’s premises before starting and after closing
* Count and receive the bill of food and beverages and take payment from the patrons
* Give change when required
* Receive payment by cash,check,creditcards,vouchers,or automatic debits
* Issue receipts,refunds,credits,or change due to customers
* Count money in cash drawers at the beginning of shifts to ensure that the amounts are correct and that there is adequate change
* Establish or identify prices of goods, services or admission, and tabulate bills, using calculators, cash registers, or optical price scanners

Company**BUSMCO (Busco Sugar Mailing Company)**

Bukidnon,Philippines

Position **Receptionist/Secretary**

December 2010- June 2011

Duties and Responsibilities:

* 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.
* Maintains security by following procedures, monitoring logbook, issuing visitor badges.
* Prepares reports by collecting information.
* Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies verifying receipt of supplies.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

Company **GAISANO**

Bukidnon,Philippines

Position  **Sales Associate- cum**

 May 2009 – December 2010

Duties and Responsibilities:

* Welcome customer as they arrive with a smile
* Ask customer how they can be help
* Provide customers with product information that they need
* Escort customers to the correct aisles
* Explain product features and warranty agreements
* Demonstrate the working of a product when the customer asks
* Provide information regarding each product and any discount offers associated with it
* Handle cashier duties by taking cash or credit cards in exchange of goods sold
* Make sure that work area and aisles are clean and shelves are dusted properly
* Manage product returns and exchanges
* Ensure that all purchased items are delivered to the customers in a prompt manner
* Pick and pack orders for shipping purposes
* Order out of stock items in a timely manner

**TRAINING AND SEMINARS ATTENDED:**

* Ecological Solid Waste Management
* Multimedia and ICT in Education
* National Service Training Program
* Career Guidance Seminar
* Essential Food and Safety

**SKILLS:**

* Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Professionalism, Confidentiality, Organization, Typing, Verbal Communication
* Has the ability to work with different types of people maintaining a professional character with well-developed communication skills
* Computer Proficient (MS Application like Excel,Word,Power Point and Outlook)
* Internet Application ( Web Browsers, Email and Internet Usage)
* Positive Attitude.proactive,dedicated,flexible and committed to accomplish work assigned
* Highly trainable and willing to learn new skills with the ability to adapt on changes

**PERSONAL DATA:**

Age : 29years old

Date of Birth : June 26,1987

Gender : Female

Civil Status : Single

Height : 5’2

Weight : 90 lbs.

Nationality : Filipino

**Job Seeker First Name / CV No: 1817904**

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

