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**OBJECTIVE**

 To further enhance my knowledge, expertise, skills, camaraderie, and help to support the welfare and development of company.

**EDUCATIONAL BACKGROUND**

**Tertiary** : Computer Science

 STI Philippines

 2007-2009

**Qualification and Skills:**

* Skilled in MS Word, Excel, and Power point
* Ability to work under tight time constraints and high stress situation
* Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier
* Proven record of using honesty and discretion when handling business information
* Able to perform other clerical duties as needed
* Positive attitude and excellent interpersonal skills
* Demonstrated ability to maintain good manners and efficiency in routine professional relationships
* Poised and self confident in dealing with the guess

**Work Experience:
March 15th 2016- Present
*Finance Cashier/Night Auditor*

DUTIES AND RESPONSIBILITIES**Cashier holds the responsibility of managing, documenting and maintaining monetary transactions in a financial institution as per the prescribed standards and procedures. The monetary transactions include bills paid, to be received, cash deposited and withdrawals made. recording these cash transactions in a financial database and monitors the cash flow.

* Take customer orders at the counter
* Receive payments and present change to customers
* Appeal to impatient or irritated customers, especially during rush hours
* Manage the register, including all credit card and cash operations
* Ensure a balance of the register at the end of the shift or working period

 

 **April 16th 2013 – October 20th 2015**

**Hilton Abu Dhabi UAE**

***Hostess/Cashier*

DUTIES AND RESPONSIBILITIES**

* To welcoming the guest and assist them in the table to include the order-taking and delivery of any food and/or beverage items. This task is to be handled in a friendly, courteous, helpful, timely and professional manner resulting in a very high level of guest satisfaction.
* Perform other duties as requested, such as answering telephone and taking room service orders, handle special guest requests, and greet and seat guests according to Hilton guidelines.
* Attend required meetings.
* Ensure a consistent and convincing standard of service and maintain all the service standards and Hilton Policies
* Constant promotion of additional sales
* Active contribution to service
* Guarantee a cost conscious manner of working
* Participate in internal Meetings and training courses
* Care of guests from arrival to leaving the outlet in accordance with the standards
* Conscientious and correct execution of the supervisors’ instructions
* Active promotion of in-house sales by optimal knowledge of all the services of the hotel and the opening times and promotions of all F & B outlets.

Take over from the previous shift and obtain all relevant information at the start of the shift as regards volume of business, VIP guests, tasks to be clarified and completed and special events.

* Know how to use the Micros cash system. Draw up invoices at the end of the working day. Correct booking and cashing up if necessary for all services provided. Booking of all transactions.
* Know how to operate all the technical equipment which needs to be used



 **May 05,2012 - 15th April 2014**

**Sunset Beach Resort Marina & SPA. KSA (five star )**

***Hostess/Waitress***

**DUTIES AND RESPONSIBILITIES**

* To follow the standard, operating procedure (sop) set by the organization.
* To meet the budget set by the organization.
* To keep an eye and maintaining the cost control and inventory
* Taking order, keeping up selling and suggestive selling
* Maintaining heart full interaction and positive relationship with colleagues and guest
* Control & maintaining food hygiene
* Active promotion of in-house sales by optimal knowledge of all the services of the hotel and the opening times and promotions of all F & B outlets.
* Know how to use the Micros cash system. Draw up invoices at the end of the working day. Correct booking and cashing up if necessary for all services provided. Booking of all transactions.
* Care of guests from arrival to leaving the outlet in accordance with the standards
* Know how to operate all the technical equipment which needs to be used
* Constant promotion of additional sales
* Participate in internal Meetings and training courses
* Active contribution to service

# July 26th 2011-April 28th , 2012

**Samsung Electronics Philippines**

***Data Encoder***

**DUTIES AND RESPONSIBILITIES**

* Code and abstract records, documents and other data sheets in a timely manner
* Verify and review entries once data is encoded
* reformat previously entered data if need
* completes forms and edits current information
* Checks the information quality of documents and ensures that these are properly registered in the system.
* Provides suggestions on process improvements.

**November 18th 2010 - July 15th 2011**

**Golden Swan Food and Catering**

***Cashier/Team leader***

**Duties and Responsibilities**

* Receive payment by cash, check, credit cards, 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 amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Manages the day-to-day planning
* Responsible for communicating the vision of the organization to the employees

**September 6th 2009 – November 10th 2010**

**SM Sta. Rosa Philippines**

***Roving Team leader***

**Duties and Responsibilities**

* Helping with training and development
* Completing paperwork
* Handling complaints (from both staff and customers)
* Financial responsibilities
* Ordering stock (where applicable)
* Helping with promotional events
* Personnel duties

## Trainings:: logo

Business Centre Secretary/Conference and Events

 **ESSENTIAL FUNCTIONS**

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| --- |
| Opening business center, making sure that the business center work station and guest station are clean and tidy. |
| Guest assistance (internet usage, secretarial services) |
| Orders and maintains office supplies and equipment. |
| Maintaining and using the company’s e-mail system. Mailboxes for follow-up. And forwarding to concern departments. |
| Distributing Event Order’s and Amendments to concern departments. |
| Doing all signage and buffet tags for all banqueting function |

## SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the company.

* Encoding daily new bookings, daily cancellations and regret business and combined all bookings to conversion report weekly.
* Responsible in collecting the copy of invoices from Banquet Operations from the previous day filing in the corresponding Event Order files and data report Segment.
* Updating the Event Planner points in HHonors accounts for their every events. And applying new Event Planner to be a member of Hilton HHonors.
* Taking meeting and wedding inquiry and forward the details to Conference and Events Director.
* Maintaining a professional and friendly relationship with other departments, team members and guests.
* Be knowledgeable of all the activities of the hotel especially special events, F&B happenings and timings of restaurants, health club, etc.

**OTHER DUTIES**

* Should be cost-conscious with regards to department’s requirements, (i.e. office supplies)
* Ensure daily procedures are carried out to the correct standard.
* To be on duty punctually and at all times and be mindful, personal appearance and grooming.
* Accounts Receivable
* Posting customer payments by recording cash, checks, and credit card transactions.
* Posting revenues by verifying and entering transactions form lock box and local deposits.
* Updates receivables by totaling unpaid invoices.
* Maintains records by microfilming invoices, debits, and credits.
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
* Resolves valid or authorized deductions by entering adjusting entries.
* Resolves invalid or unauthorized deductions by following pending deductions procedures.
* Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes accounting and organization mission by completing related results as needed.

**PERSONAL INFORMARION**

 Name : Michelle D. Gabinete

 Nickname : Mitch

 Age : 25

 Sex : Female

 Birth date : Feb 8, 1991

 Civil status : Single

 Religion : Catholic

 Nationality : Filipino

 Weight : 50 kgs

 Height : 5’2”

 **Michelle D. Gabinete**

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| --- |
| **Michelle Gabinete – 1850712**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |