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| **Jenifer Balsamo – 1850898**  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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

**CURRICULUM VITAE**

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**Date of Birth:**January 24, 1981

**Height:**5”2

**Status:**Single

**Religion:**Roman Catholic

**OBJECTIVE**

Committed to develop my career path in a multinational context and to capitalize on the knowledge and experienceI gained during my years of education and experience in a professional environment which enhances my standard, qualification and skills.

**EDUCATION**

* 2015 Basic Excel

TAALIM PINOY

Crystal Plaza Hotel, Sharjah, UAE

* 2014 Commercial Cooking

TESDA, Iloilo City, Philippines

* 2004 Computer Programming

ACSI, Iloilo City, Philippines

* 1999 Concepcion Polytechnic College

Concepcion, Iloilo City, Philippines

* 1995 San Agustin Elementary School

Novaliches, Quezon City, Philippines

**WORK EXPERIENCE**

2016 – Present  **Sales Marketing**

**Life plus Labour Supply**

**Dubai, United Arab Emirates**

* 2014 – Present **Supervisor**

**White Cleaning Services (WCS)**

**Dubai, United Arab Emirates**

* Job Descriptions:
  + Inspects guest rooms and public areas as assigned and in accordance with hotel standards; stocks and maintains the linen closet
  + Inspects guest rooms and public areas as assigned and in accordance with hotel standards; stocks and maintains the linen closet
  + Inspects guest rooms and public areas as assigned and in accordance with hotel standards; stocks and maintains the linen closet
* Inspects rooms and public areas as assigned in accordance with hotel standards; stocks and maintain the linen closet
* Possesses a high degree of product knowledge and high technical skills. Keeps abreast of the events of the hotels.
* Provides genuine hospitality and recognition in the work area. Promotes hotels products and services.
* Anticipates guests needs and take ownership of guests concerns and requests; acts decisively to ensure guest satisfaction.
* Assist in routine inventory taking of supplies and operating system.
* Ensures maids pantry are kept clean and dry
* Ensures follow up on maintenance requirements in the assigned areas.
* 2011 – 2013 **Sales Attendant**

**SM Malls Philippines**

**Fairview Branch**

* Job Descriptions:
* Performs any combination of following duties to provide customer service in self-service store: Aids customers in locating merchandise.
* Answers questions from and provide information to the customer about merchandise for sale
* Obtains merchandise from the stockroom when merchandise is not on floor.
* Arrange stocks on shelves or rack in sales areas.
* Inventories stock
* Jan. - July 2009 **Sales Attendant**

**Manels,Leather Shoes and Bags Garment**

**Fairview, Philippines**

* Job Descriptions:
* Performs any combination of following duties to provide customer service in self-service store: Aids customers in locating merchandise.
* Answers questions from and provide information to the customer about merchandise for sale
* Obtains merchandise from the stockroom when merchandise is not on floor.
* Arrange stocks on shelves or rack in sales areas.
* Inventories stock
* Sept. - Jan 2008 **Service Crew**

**Chowking,Nova Mall**

**Novaliches, Quezon City,Philippines**

* Job Descriptions:
* Maintain sanitation, health, and safety standards in work areas.
* Clean food preparation areas, cooking surfaces, and utensils.
* Schedule activities and equipment use with managers, using information about daily menus to help coordinate cooking times.
* Serve orders to customers at windows, counters, or tables.
* Take food and drink orders and receive payment from customers.
* Order and take delivery of supplies.
* 2006-2007 **Machine Operator**

**Nutrie Snack Corporation**

**Novaliches, Quezon City,Philippines**

* Job Descriptions:
* Work long hours doing repetitive movements.
* Adjusting the operating speed and controlling the load of the machines
* Ability to work with schematics and comprehend complex technical instructions and blueprints
* Examining and discarding defective goods and packaging components
* Loading and placing the prepared commodities in appropriate depot locations
* Maintaining a report of the total measure of goods manufactured per day
* Sound technical skills and ability to fix problems with any type of machinery

I hereby to attest that the above information is true and correct.

Applicant’s Signature

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