**RAMILYN**

**RAMILYN.325351@2freemail.com**

**QUALIFICATIONS & SKILLS**

* Seven years’ experience working in a Restaurant/Retail Store industry.
* Competent at managing responsibilities.
* Skilled at interacting with customers of all socioeconomic backgrounds.
* Ability to work in a fast-paced environment smoothly.
* Well-versed in Computer Skills such as Microsoft MS Office including Outlook, Excel, Word and PowerPoint.

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and acquire a job which provides me to work enthusiastically in a team to achieve goals of the organization and help me utilize my skills and knowledge efficiently for organizational achievement.

**EDUCATION**

College Bachelor of Science in Computer Science

Interface Computer College

Caloocan, Manila

March 2005

**PROFESSIONAL EXPERIENCE**

**RETAIL SUPERVISOR**

*Jones The Grocer, LLC*

Pearl Plaza Khalidiya Abu Dhabi UAE

December 9, 2010 – Present

*JOB DESCRIPTION:*

Supervises retail staff, including cashiers and people working on the floor.Accountable for ensuring all operational standards are achieved.

 Completes store operational requirements by scheduling and assigning employees; following up on work results.

Maintaining sufficient inventory and ordering merchandise.

Ensure pricings are correct, maintains inventory and stocks are available.

 Ensure that visual merchandising standards are achieved and that all products are displayed in accordance with company policy.

 Consistently practice all correct procedures relating to the ordering and processing of goods and paperwork within the store.

Supports the Retail Manager in delivering the store Sales Budgets and Business Plan.Preparation of various reports such as:

* Stock Take Reports
* Supplier Invoices Reports
* Sales Report (Per Product Category)
* Expense Report
* Wastage Report
* Stock Valuation
* Best and Worst Sellers
* End of Month Retail Report

One of the Opening team of Jones the Grocer Etihad head Quarters in 2012 andJones the Grocer Kingdom of Bahrain last Sept 2015.

**WAITRESS/CASHIER**

*BinHendi Enterprises (Japengo Café & Bella Donna Restaurant)*

Burjuman Centre, Dubai, UAE

Contact Nos: 04-3524350/3524351

June 28, 2007 – November 11, 2010

*JOB DESCRIPTION:*

Coordinate with guests to record drink and food orders.

Learn menu items and be able to describe them appropriately to guests.

 Administer efficient delivering food and drinks to dinner table to ensure good dining services.

Monitor and ensure clean workplace and other areas for facility.

 Coordinate with respective team leaders and manage all service requirements to ensure efficiency in working.

 Assist internal and external guests, place requests and answer enquiries in friendly manner.

Ensure and maintain safe working environment for fine dining staff.

Develop and maintain good relations with cook in pantry room to take food orders.Preparation of Daily Reports such as:

* Purchasing Report
* Inventory Report
* Credit Card Report

**ADMIN ASSISTANT (Credit & Collection Department)**

*Century Properties Inc.*

21st Flr. Pacific Star Bldg. Sen. Gil Puyat Makati Avenue Makati City

Contact Nos: 02-8936806

August 10, 2006 – June 25, 2007

*JOB DESCRIPTION:*

 Recording and entering customer data into the system and answering general inquiries.

 Performs clerical, administrative, and accounting duties maintaining compliance with company policies and procedures.

 Ensures that customer’s questions, problems, and other issues are resolved and endorsed to the designated department.

Filing and scanning documents.

**POSTING CLERK**

*Da Chan Financial Services Incorporated*

February 16, 2006 – July 30, 2006

*JOB DESCRIPTION:*

Updates payment record on a daily basis.

Coordinates to Legal officers of delinquent accounts.Preparation of Reminder letters to customers

Records client information on database.

 Performs other clerical and administrative duties while maintaining compliance with company policies and procedures.

**AWARDS AND RECOGNITION**

Employee of the Month MARCH 2011 (Jones the Grocer LLC)

Employee of the Month DECEMBER 2007 and JANUARY 2010 (BinHendi Enterprises)