Milet

[Milet.331506@2freemail.com](mailto:Milet.331506@2freemail.com)



CAREER OBJECTIVE:

Seeks position that may utilize my skills and abilities, and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active and where I can express my thoughts and ideas for the growth of the company.

SKILLS, STRENGHTS and COMPETENCIES:

* Comprehensive knowledge of various accounting processes and activities.
* Strong organizational skills and ability to prioritize multiple tasks.
* Flexibility in a multi-cultural environment.
* Proficiency in Microsoft applications and database skills.
* High motivational drive even under pressure and without supervision.

PROFESSIONAL EXPERIENCE

(Shift Manager)

(September 15, 2014 – September 15, 2016)

* Manage the crew training program and responsible for store personnel file.
* Help to complete monthly restaurant reports.
* Maintain spare parts inventories.
* Responsible for the equipment’s.
* Receive and resolve customer complaints.
* Complete staff schedule.
* Conduct team meeting.
* Supervise team member in food preparation to ensure that quality and hygiene standard.
* Running the shift alone.
* Supervise staff members in cleaning both equipment and facilities to ensure that sanitation standards are maintained.
* Responsible for the petty cash / petty cash replenishment
* Responsible for the monthly payroll.

Airport Services (Ground Attendant)

Cebu Pacific Air., (January 29 ,2013-January 21, 2014)

* Shall accept passengers following the regular check-in procedures.
* Print the Boarding pass and release to the guest/s with no associated fee.
* Encode the correct pieces and weight of the baggage.
* Give the accomplished ACS to the guest/lead guest with the baggage claim stub for check-in baggage.

**Restaurant (Food attendant/cashier)**

**Pancake House Inc., September 19, 2011- January 10, 2013**

* Always smile and greet to guest.
* Beat the expectations of your customers.
* Give all their needs and always be attentive.
* Suggest the new product.
* Always achieve daily target and quota set by standard of management.

EDUCATIONAL BACKGROUND

Degree: **Hotel & Restaurant Management**

The University of Manila

Philippines

March 2011

PERSONAL INFORMATION:

Date of birth: May 29, 1991

Nationality: Filipino

Language: English, Tagalog

Gender: Female

CHARACTER REFERENCE

Available upon request