**Bernadette Arsinal Babor – CV No. 1991250**

 **OBJECTIVE** Always bring the knowledge of giving excellent service to all guests to make them happy and satisfied. Work with compassion, understanding and determination. Being courteous and being

friendly to every individual. Dedication on my career brought me to the world of achievements.

 **PERSONAL DETAILS**

Marital Status: **Single**

Age: **24**

Date of Birth: **September 29, 1992**

Nationality: **Filipino**

 **EXPERIENCES**

*Front Office Receptionist,Typist,Tele Caller Bus Attendant,Teacher’s assistant*

***O c t 1 , 20 14 – N ov 1 1, 20 16***

 ***General Responsibilities:***

• Welcoming guests and parents.

• Answering incoming calls and making outgoing calls.

• Responsible for important documents and office files.

• Attends call queries from parents regarding the classes.

• Responsible in handling and solving out any complaints from parents and guests.

• Sorting and distributing mails.(Student’s Update, Parents teachers meeting, changing Slots etc.)

• Attend weekly meeting and write down important details.

• Sending daily updates to the administrative manager.

• Responsible in assisting MD during registration process.

• Responsible for updating parents and students for examination schedules.

• Responsible for calling and following up for payment.

• Responsible in receiving payment thru card and cash.

• Responsible for answering queries and other from parent and guests.

• Responsible for checking student’s daily attendance.

• Responsible for the absence of students and following them up.

• Responsible in maintaining the list of books and office supplies.

• Responsible for calling new parents and invites them to visit the office with child for a demo session.

• Distribute flyers every event that we will visit.

• Assist all the teachers with regards classes like photocopying and any other work that is required immediately.

• Responsible for typing daily worksheets and Question papers for grand tests. ( **All Subject**)

• Responsible for filing and Photocopying Subject Materials for students every start of terms.

• Responsible for the updates from faculty. (Late and absence)

• Pick and drop students from Monday to Saturday. ( **November 2014 – March 2016**)

• Responsible for driver’s daily update regarding bus reading, driver company mobile, diver’s bus documents and bus petrol and bus keys..

• Maintain cleanliness of institutions. ( **2 offices** , 4 classrooms)

***Crown Regency(Boracay, Philippines)***

***June 19, 2013 – August 9, 2013, On t h e Job T r ai n i n g 57 6 h r s . H o ste ss/ W a i t r e ss/ K i tc h e n st e w a rd e ss***

 ***Duties& Responsibilities:***

• Assigned as **Hostess.** Welcome guests and escort them to tables.

• Assigned in Buffet area as **buffet server**.

• **Supervise** the food in the buffet to make sure food container is filled.

• Mise en place before the start of operation

• Assigned in **fruit carving area.** Sliced fruits to be serve to buffet for the guest.

• Assigned as pan cake maker in buffet area.

• Assigned as **waitress.** Served beverages to all guests.

• Assigned as **kitchen Steward.** Washed soiled dishes & cleaned the kitchen before & after the operation.

• Clear up the soiled dishes, dirt and trash from the tables

• Bid goodbye to guests when they are leaving.

***Vi c ’ s H o n e y S t o c k***

***S a le s La d y***

***A pr i l 2 1, 2 00 9 – D e c e m be r 9, 2 00 9***

 ***Duties& Responsibilities:***

• A s s i gn e d i n a nn e x br a nc h o f V i c ’ s H on e y s t oc k s a s **S al e s l ad y .**

• S e l l di f f e r e nt k i nd s of P hi l i ppi ne pr o du c t s s u c h a s **H o ne y , a l c o ho l i c dr i nks**

m a de f r om c o c o nu t t r e e w i t h di f f e r e nt k i nd s of f l a v or , B i g C o n t a i ne r s &

l oc a l s na c k s pr o du c t s .

• R e c e i v e s c a s h pa ym e nt f r om t he c os t u m e r .

• U p d a t e t o t h e m a n a g er t h e n u m b er o f i t e m s l e f t a f t er t h e en d o f t h e d a y .

• R e por t da i l y t o t h e m a na ge r r e ga r di n g t h e s a l e s .

 **SKILLS**

• Good communication skills Speaking and Writing.

• Ability to stay focus and work under pressure.

• Ability of being congenial to every individual.

• Prompt & organized in all activities that is given.

• Ability of working in flexible hours.

• Knowledge in MS excel

• Knowledge in Microsoft Word

 **EDUCATION**

20 04 – 20 08 | High School / Secondary |Biliran National Agricultural High School PH

20 12 – 20 13 | V o c a tio n a l/C e r ti f i c a te s / SS – S e a f a r in g S p e c ia liz i n g in

**S T E W A RDING** | O r m oc C i t y P H *M ajor* **B a r t e n d i n g NC II C e r ti fi c a te F oo d & Ba r te n d i n g C e r ti fic a te**

**I hereby certify that all given information above is true to the best of my knowledge.**

*Sincerely*,

**BERNADETTE ARSINAL BABOR**

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| **Bernadette Arsinal Babor – CV No. 1991250**Whatsapp +971504753686To 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.  |