**MAYLEN**

**MAYLEN.334739@2freemail.com**

**CAREER OBJECTIVES:** A talented, dedicated and self-motivated and trusted individual. To be part of your reputable and progressive company in which I am able to perform the job with the knowledge and experiences that I have, for its continuing growth and success.

**SKILLS: Microsoft word, Microsoft excel, Hospitality, Cashiering, Server, Sales**

**WORK EXPERIENCE:**

* **September 2016 - November 2016 - FLORIST (TEMPORARY)**

 **MONASABAT WEDDING EVENT LLC.**

**JOB DESCRIPTION:**

* Preparing the things to be used on the events.
* Doing the flower arranging and centerpiece.
* Monitoring the all the supplies well organized and damage free.
* Distributing Business cards for all the customers after the events.
* Answering for some guest inquiries regarding the events details.

 **- MERCHANDISER (TEMPORARY)**

 **LULU ELECTRONICS AL WAHDA, ABU DHABI**

**JOB DESCRIPTION:**

* Greet the customers and assist them in selecting the right product.
* Serve Customers with the highest standards and follow the company guideline of selling ( GUEST - Greet, Understand, Explain, Sell, Thank)
* Must be updated about the various brands of the group for suggestive selling to the customers
* Must be presentable and well-groomed at all the times
* Flexible to work for extended hours during the Sale period.
* **October 2010 – May 2016 - RECEPTIONIST**

**JOB DESCRIPTION:**

* First and Last impression of the guests. Greeting them with a warm welcoming to let them feel that they are one of the families.
* Assisting to their preferred tables with a complete table set up.
* Tracking of each server’s stations and making a chart of each server's stations.
* Taking phone calls for reservations and takeaways.
* Maintaining the orderliness and cleanliness on the Host area.
* Maintaining the host supplies, tracking the running low items (menus, crayons etc.)
* Help to clear and clean the tables on the dining area if necessary
* **SERVER/CASHIER**

**JOB DESCRIPTION:**

* Smile and greet the customers.
* Taking the orders
* Run the food
* Receive payment by cash, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Maintain clean and orderly checkout areas.
* Resolve customer complaints.
* Answer customers' questions, and provide information on procedures or policies
* **SUPERVISOR**

 **OUTBACK STEAKHOUSE DUBAI MALL, DUBAI**

**JOB DESCRIPTION:**

* Directly supervise and coordinate activities of workers engaged in preparing and serving food.
* Supervise and participate in kitchen and dining area cleaning activities.
* Resolve customer’s complaints regarding food/ service.
* Trained workers in food preparation, and in service, sanitation, and safety procedures.
* Observe and evaluate workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups.
* Develop equipment maintenance schedules and follow ups
* Compile and balance cash receipts at the end of the shift.
* Perform various financial activities, such as cash handling, deposit preparation, and payrolls.
* Report to Superior if there is any problem or endorsements that are needed in the whole operation.
* **October 15, 2008-September 2010 - WAITRESS/CUSTOMER SERVICE**

 **CATS MOTORS INC. /CHRYSLER, DODGE&JEEP**

 **2287 PASONG TAMO EXTENSION MAKATI CITY, PHILIPPINES**

* **August 2006-February 2007 - SALESS ASSOCIATES/CASHIER**

 **PARAMOUNT AGENCY (PENSHOPPE, OXYGEN, MEMO, TRIBAL)**

 **WEST AVE.QUEZON CITY, PHILIPPINES**

* **July 2003 – July 2006 - SERVICE CREW/CASHIER**

 **MCDONALDS FOOD CORPORATION
 TIERRA PURA TANDANG SORA, PHILIPPINES**

**EDUCATIONAL BACKGROUND:**

* **TERTIARY - SYSTEMS TECHNOLOGY INSTITUTE**

**B.S COMPUTER SCIENCE (2003)**

**QUEZON CITY, PHILIPPINES**

**HOTEL AND RESTAURANT MANAGEMENT**

**OUR LADY OF FATIMA UNIVERSITY**

* **SECONDARY - GARDEN OF LIFE HIGHSCHOOL**

**QUEZON CITY, PHILIPPINES**

* **PRIMARY - GARDEN OF LIFE ELEMENTARY SCHOOL**

**QUEZON CITY, PHILIPPINES**

**I HEREBY CERTIFY THAT ALL STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**