

 Glenmhore V. Galvez

**PROFESSIONAL OBJECTIVE:**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

**SUMMARY OF QUALIFICATIONS**

* Experienced with excellent ability to multi-task while remaining highly detail oriented and

adaptable.

* Excellent in Customer Service.
* Highly motivated to achieve set goals.
* Well organized and focused in coordinating projects.
* Computer literate MS Word, Excel & PowerPoint.
* Highly enthusiastic individual who has a strong desire and commitment to achieve both personal and professional goals.

**CAREER HISTORY**

September 2014 – Present

 **DUBAI, U.A.E.**

**Crew Trainer (PROMOTED SINCE November 2015)**

* Responsible for training our crew members for their day-to-day work serving customers, preparing food, keeping our restaurants and kitchens clean and tidy and working well as part of a team.
* Assess crew members' skills and offer them extra help with any tasks they may have problems with.
* Support and mentor crew members as they complete their own apprenticeship and guide the crew member through his or her development programmed.

**Service Crew**

* Provide customer service, assist in kitchen processes and generally ensure customers have an enjoyable dining experience
* Clearing off and setting tables, stocking supplies, cleaning dishes and occasionally dropping off food, beverages and condiments
* Kept records of the amount of food used
* Received payment for sold food items

November 2012 – January 2013 – **GX International Inc**.

 **Alabang, Muntinlupa City (PHIL.)**

 **Sales Service Executive**

* Promoting Medicine Products to Doctors.
* Visiting Clients as well as checking their orders.

* Presenting Samples to Clients for them to try the Products.
* Dealing with pharmacies to Represent our Products

September 2011 – March 2012 – **Pizza Hut**

 **Aurora Blvd. Quezon City (PHIL.)**

 **Team Member**

* Ensuring that there’s Customer Relation.
* Setting Tables and promoting the Limited Time Offers.
* Received payment for Sold Items

**ACADEMIC QUALIFICATIONS**

**Tertiary 2007-2012**

 Polytechnic University of the Philippines

 Sta. Mesa, Manila

 Bachelor of Science in Biology

**Secondary 2003-2007**

Our Lady of Mt. Carmel College

 Sabang, Baliwag, Bulacan

**Primary 1997-2003**

 Maronquillo Elementary School

 J. Valonda St., Maronquillo, San Rafael, Bulacan

**PERSONAL INFORMATION**

Birthday: Septemeber 22, 1990

Birthplace: Bulacan, Phil.

Nationality: Filipino

Language Spoken: English and Filipino

Personal Traits: Hardworking, Well Disciplined, Polite, Resourceful, Trustworthy, Organized, patient

 And a swift learner

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

 *Glenmhore V. Galvez*

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| ***Glenmhore V. Galvez* – 2014530**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.  |