**MARICAR**

[**MARICAR.336799@2freemail.com**](mailto:MARICAR.336799@2freemail.com)

* Over 9 years of diversify front lines responsibilities on a restaurant organization.
* A team players with the ability to work well under pressure, meet deadlines and organization goals
* Excellent interpersonal skills with the ability to operate effectively at all levels and disciplines
* A highly effective to achieve set goals with total commitment, professionalism and organized work approach.

**PROFESSIONAL EXPERIENCE**

**Q Gourmet LLC Pizzaro Midriff Branch Dubai U.A.E** May 17, 2012 to Present

***Head Waitress cum Cashier***

* Receiving customer
* Escorting to tables
* Taking food order and up selling of menu items.
* Attending calls for home delivery
* Taking care of cashier desk
* Making sure that table services and home delivery services are delivered in quickest possible time.
* Cost control
* Food quality control
* Hygiene condition of restaurant – both production and service areas including washing areas.
* Daily briefing of restaurant staff on table service and home delivery
* Maintaining of cash register and stock register
* Weekly report on P&L, revenue, raw material purchased / consumed, balance / carry forward
* Weekly report on customer feedback
* Meeting guest, asking for food taste and their experience with service
* Communicates and discusses any ideas concerning the restaurant Food and Beverage production or services.
* Completes all requisitions for general store items and operating equipment keeping expenses to the minimum without affecting the quality
* Check all orders that served promptly.
* Check all orders that are sent in clean and correct way.
* Checks all soiled wares, unwanted accompaniments and settings are cleared from the tables.

**Bin –Hendi Company Sammach Restaurant Sharjah U.A.E** Jan 4 th, 2010 to April 20 th, 2012

***Waiters / Cashier***

* Greets customer at the door
* Assigns guest to the table
* Attends to guest and takes orders
* Offer information and suggestion about the menu
* Prepares checks and collect payment
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Serve food and / or beverages to patrons;prepare and serve specialty dishes at table required.
* May schedule reservation
* Answers phone

**ADNH (Abu – Dhabi National Hotels) Dubai U.A.E** Jan 17, 2007 to Nov 15 th, 2009

***House Keeping***

**Hundred Years Trading (Office & School Supply) Philippines** Oct 20 th, 2005 Mar 25 th, 2006

***Sales Coordinator***

**J’M Fast food**

**Philippines** May 2002 to August 2005

***Cashier***

**AREAS OF FOCUS**

* Counter checking of lost orders and taking action to minimize it in the future
* Coordination with production, logistics and account department with various product related issues
* Increase revenue on suggestive selling on a specific menu
* Proactively
* Participating in decision making and planning process
* Research and probe the prospective target margin for Supervisor
* Identify issues surrounding marketing, product development and competition.

**Accomplishments:**

* Full line product selling that increased earnings by 25%
* Cultivated relationship with customer base in a specific regular visit and covered new customer needs.
* Member of pioneering team, raised market share from 0% to 15% in twelve months.
* Introduced new Menu on product lines with strategic planning that resulted in an initials 10% sales
* Increase in a year.

**TRAINING AND CERTIFICATIONS**

* Food & Hygiene Training Aug 11 th, 2012

Q Gourmet L.L.C. Dubai U.A.E

* Training Certificate of Housekeeping Oct 2006

Astoria Plaza Residence

* MDP Housekeeping Certificate Aug 2006

**EDUCATIONAL QUALIFICATIONS**

***BACHELOR OF ELEMENTARY EDUCATION MAJOR GENERAL EDUCATION***

Leyte Tacloban City, Philippines

**SKILLS AND ATTRIBUTES**

* Intellect: Analyze, critique and synthesize information in order to solve problems
* Communication: Confident clear and succinct, both verbal and in written form;with a wide range of
* people both internal and external to the organization
* Flexibility: Ability to respond to change, to preempt change and ultimately to lead change
* Integrity, Transparency and compliance: Very active, love challenges and work with utmost sincerity and gives the best to the organization
* Time Management: Demonstrated ability to successfully plan, coordinate and meet deadlines of

multiple assignments.

* Commercial awareness: An appreciation of workplace culture

**Computer proficiency: MICROSOFT OFFICE 2000;**Word, Excel, and Windows 2010 /NT Environment, Outlook, Power Point.

**Personal Details:**

Birthday: October 14th, 1981

Visa Status: Residence

Nationality: Filipino