**JASMIN**

**JASMIN.337206@2freemail.com**

**CAREER OBJECTIVES:**

* **To develop further my ability and skills for a continuouscareer development that I can utilize for the benefit of the company.**

**CAREER STRENGTH**:

* **Strong desires for the leading on honest life with dignity.**
* **Excellent communication skills andprofessional demeanor gained through extensive interaction with the public.**
* **Recognized for reliability and getting the job done through persistence and strong work of ethics.**
* **Good moral and right conduct, professional attitude, with integrity.**

**WORK EXPERIENCED**:

**Famous Amos ( Deli& Meal )**

**Samha, Abu Dhabi, Adnoc Station**

**January 11, 2013 – February 25, 2017**

**Service Crew**

**Duties and Responsibilities:**

* **Greeting customers while offering customer service attention, taking orders, assembling and presenting food orders, requesting and receiving payment and operating the cash register.**
* **Baking and making different kinds of coffee.**
* **Making and designing gift hampers.**
* **Backing up the crew members in their jobs, assist in any area to ensure that the food is being delivered to customer in a timely manner.**
* **To perform general and housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses and any other appropriate duties and responsibilities as assigned**.

**AL SHAMALIAH BUILDING CLEANING COMPANY**

**Sharjah UAE**

**February 16, 2009- March 30, 2012**

**School Attendant**

**Duties and Responsibilities:**

* **Maintain good housekeeping of assigned area and carry out routine.**
* **Performed other duties that maybe assigning from time to time.**
* **Practice good communication in relation with the Superior, colleagues and subordinate.**
* **Complying with company policies and procedures.**

**SM Department Store**

**December 2004- January 2005**

**Dasmarinas Cavite, Philippines**

**Sales Assistant**

**Duties and Responsibilities:**

* **Always apply the importance of “Excellent Quality Service” especially to the customers itself.**
* **Promoting newly arrived product for customers future inquiry.**
* **Practice good customer handling and selling techniques to all the products on sale.**
* **Keeping and recording all the inventory itemson an up to date basis.**

**EDUCATIONAL BACKGROUND:**

**Dasmarinas National High School**

**Dasmarinas Cavite, Philippines**

**1998- 1999**

**PERSONAL INFORMATION:**

**Date of Birth: June 24, 1982**

**Place of Birth:Dasmarinas Cavite, Philippines**

**Marital status:Single**

**Sex:Female**

**Citizenship:Filipino**

**Language spoken & Written: Tagalog , English and Arabic**

**Visa Status: Transferrable Visa**

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