

Cheery

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OBJECTIVE

Seeking employment that allows me to grow professionally while being able to utilize my skills for betterment of the organization with the best use of my dedication, determination and resourcefulness.

**QUALIFICATION**

Hard working and responsible.

Can easily learn and willing to invest time and effort necessary to complete the task.

**WORKING EXPERIENCES**

**Position:** Counter/service

**Name of company:** Al Ahlia Gen.Trading( La Brioche)

**Inclusive Date**: May 29, 2014 up January 20,2017

**Major Responsibilities:**

* Preparing of products to be baked.
* Handling cash register.
* Ordering and monitoring of stocks.
* Maintaining cleanliness in working area.
* Taking special order from the customer.

**Position**: Team Member

**Name of company:** Kuwait Food Company-AMERICANA (KFC)

**Inclusive Date:** March 25, 2012 until March 25, 2014

**Major Responsibilities:**

* Maintains the highest level of quality, service and cleanliness in all work assignments.
* Prepares food products according to approved operating standard procedures.
* Follows approved operating standard and schedules of cleaning and sanitation of food preparation area, storage areas, equipment, utensils and cash handling.
* Works as cashier/packer, cook and supply base as assigned by duty manager.
* Fully aware by all the menu items and current prices.
* Fills orders accurately and quickly, following approved company menu packing.
* Checked packed order against receipts.
* Uses suggestive selling technique to increase sales.

**Position:** Office Secretary

**Name of company:** R.S. Motor Shop

**Inclusive Date:** Sept. 01, 2006-Jan. 10, 2008

**Major Responsibilities:**

* Answering phone calls and relay the messages to the boss.
* Manage papers and arranging customer files and job order.
* Make order and give appointment to the suppliers.
* Undertakes the responsibility of maintaining customer relation.
* Follow up attendance and scheduling meeting.

**SKILLS**

MS Office (Word/Excel/Powerpoint) Proficient

**TRAINING**

**Basic Computer Programming**: Mobile Power Technical Training Center (2001)

**Essential Food Safety Training:** SYSCOMSCollege (Apr. 04, 2013)

**PERSONAL INFORMATION**

**Date of birth:** July 24, 1985

**Height:** 5’1

**Weight:** 50 kgs.

**Nationality:** Filipino

**Status:** Single

**EDUCATIONAL ATTAINMENT:**

Meycauayan College

Bachelor of Science in Accountancy (undergraduate) S.Y. 2001-2002

HR and Admin Course (Graduated) **Batch 2016**

**I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.**

