**MAYLYN**

C/o-Mobile Number: +971505891826

E-Mail: marlyn.339985@2freemail.com

**Objective:**

To be employed in a reputable company so that I can further explore my knowledge and at the same time contribute in achieving the goal of my employer.

**Experience and skills:**

* Ability to communicate clearly, possess good verbal & written skills. Excellent interpersonal and organizational skills
* Self-starter with a team-building attitude, well organized, and able to multitask effectively. Flexibility and ability to prioritize and handle multiple tasks.

**WORK EXPERIENCE:**

**MAGSAYSAY MARITIME CORPORATION**

Kalaw Avenue, Ermita, Manila, Philippines

**Fleet: Costa Fleet: Costa**

**Vessel: Costa neo Romantica Vessel: Costa Neo Romantica**

**Period**: March 2, 2016 – October 07, 2016 **Period**: April 4, 2013 – December 07, 2013

**Job Designation**: Cocktail Waitress/bar server **Job Designation**: Cocktail Waitress/bar server

**Duties and Responsibilities:**

* Prepare work environment. Greet guest.
* Provide drink recommendations, selling and deliver drinks and refreshments to guests in bars and lounges
* Provide good customer service. Accept payments.Cleaning tables.
* Say good-bye to all of the guests. Check to see that everything was wonderful. Check with every guest and if there was any kind of problem quickly get a manager.

**LA DOLCE VITA/WOK AWAY RESTAURANT**

Rimal 5, TheWalk Jumeirah Beach Residence

Dubai, United Arab of Emirates

**Period**: March 1, 2009 – May 30, 2011

**Job Designation**: Hostess/barista

**Duties and Responsibilities:**

 **-Hostess-**

* Make sure all menus are wiped down, free of spots or stains, and complete. Make sure entry doors are clean, free of debris and inviting. Greets guests, escorts them to their table, pull seat out for the ladies, and present menus.
* Say good-bye to all of the guests. Check to see that everything was wonderful. Check with every guest and if there was any kind of problem quickly get a manager.

**-barista-**

* Responsible in preparation of variety of coffee, tea and other beverages and desserts. Kept counters and equipment’s clean.

**ROUGH RIDER JEANS**

Pacific Mall, Cabanatuan City, Nueva Ecija, Philippines

**Period**: March 11, 2005– April 08, 2008

**Job Designation**: Sales Representative

**Duties and Responsibilities:**

* Greet customers who enter the establishment. Assisting shopper, giving suggestions.Responsible in making daily sales report, monthly inventory.Stocks control and management.

**BOBSON BOUTIQUE**

Mega Center the Mall, Cabanatuan City Nueva Ecija, Philippines

**Period**: April 3, 2002- March 5, 2005

**Job Designation**: Front Liners

**Duties and Responsibilities:**

* Greeting customers who enter the shop. Involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for. Giving advice and guidance on product selection to customers. Answering queries from customers.
* Being responsible for processing cash and card payments. Balancing cash registers with receipts. Dealing with customer refunds.
* Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.

**EDUCATIONAL BACKGROUND**

**Course/Degree Received**  : ASSOCIATE IN COMPUTER SCIENCE

**School/College** : ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY

(ACSAT) CABANATUAN CITY, PHILIPPINES

**Date** : April, 2002

**PERSONAL DATA**

Civil Status : Married

Nationality : Filipino Date Issued : 26 November 2016

Language : English ,Tagalog Date Expired : 25 November 2021
Date of birth : May 2, 1983

Height : 5'8"

Sex : Female Date Issued : 8 January 2013

 Date Expired : 7 January 2018