

Contact HR Consultant for CV No: 341018

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***OBJECTIVES***

To further enhance skills acquire in the field of services industry and to develop professional career by using background knowledge, education and experiences.

***EDUCATIONALATTAINMENT, TRAINING & ACHIEVEMENT***

* Employee of the Year 2011.
* Employee of the month of January 2011 & May, 2011.
* Two times Business Excellence Award 2011.
* Who Move My Cheese Training
* HACCP Training
* Health and Safety Training
* Cross Training of HK Order Taker
* Cross Training of Butler Service
* Certificate of Accounting 1and 2 (Filipino Expat Institute) Dubai UAE 2016
* Certificate of Basic Webpage Design Course (PinoyAko) Dubai, UAE 2013
* Bachelor of Science in Commerce (UM) undergrad. June 1999 – March 2001.
* Secondary Education ( ERN High School ) June, 1995 – March 1999

***EMPLOYMENTHISTORY***

1. **WAITRESS/CASHIER – Jumeirah Group (JRG)**

**February 2014 – Till Present**

* To assist the CDR to organize all processes of the restaurant operation.
* To provide quality service that is consistent with our brand standards.
* Responsible for ensuring excellent quality standard service to our guests.
* To ensure Maneuvers of Service and Service Pledge are completely given in every each table/guest.
* To assist the GRE, Bar and Cashier.
* Handling closing Cashier which is tallying and segregating all the discounts, tallying the credit machine and cash sale according to the close ending sales report , to record and compile all the paper works .
1. **HOUSEKEEPING BUDDY TRAINER – Madinat Jumeirah (MAS)**

**October 2010 – February 2014**

* Reports for duty punctually, wearing the correct uniform and name badge at all times.
* Handling all new colleagues and conducting induction by the department and whole resort.
* To prepare and conduct their entire daily training task according to our SOP.
* To show and explained to them how to delivered Jumeirah Culture.
* To provide an appropriate training to our new colleagues with the values manner.
* Assisting the senior team leader for the internal training reports of the colleague.
1. **HOUSEKEEPING SUPERVISOR – Dubai International Financial Centre**

**April 2009 – August 2010**

* To ensures our staffs are properly well groom before they will start their duty.
* Conduct daily morning briefing.
* Preparing the entire daily task for the staff.
* To monitor and ensure my area is cleaned.
* To assist tenants and visitors.
* To follow up maintenance report of the staff and lost and found items.
* To report the collection of recycled such as paper, cardboard, plastic bottle, etc. twice a week.
* Checking all the machineries in daily and weekly basis.
* Making monthly report and binding files.
1. **QUALITY CONTROLLER - (European Apparel) Phils.**

**September 2005 – September 2007**

* Checking each by operation time to time to ensure a certain output and to achieve of good quality.
* To revised the appropriate measurement and the required stitches for each operation.
* Monitoring and revising the entire line department, finishing department, cutting department and packaging department.
* Examines garment and parts for defects, such as unfinished raw edges, broken buttons or hooks, uneven stripes or plaids, puckers in seams, loose threads or stitches, or incorrect packaging assortment.
* Records number and type of defects for each worker.
* Returns rejected part to the department to be reworked.
1. **INVENTORY CLERK – 24HR Convenient Store 7 Eleven, Phils.**

**July 2004 – July 2005**

* Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using computer.
* Compares inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory.
* Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost
* Prepares reports, such as inventory balance, price lists, and shortages.
* Prepares list of depleted items and recommends survey of defective or unusable items.
* Work effectively and efficiently with cross-functional teams, including those from purchasing, sales and warehouse
* Manage effectively so that the cycle counts are completed in a timely and accurate manner
* Conduct or supervise audits of facility inventory on a scheduled basis
* Resolving problems with missing items and delivery mistakes.
1. **SALES REPRESENTATIVE – NCC Mall, Phils.**

**January 2003 – April 2004**

* Greet all customers in a professional, friendly, and timely manner, including answering phones and directing customer inquiries.
* Complete accurate paperwork and transactions according to company policies and procedures.
* Assist with inventory counts as needed.
* Assist in maintaining store appearance, back room, restrooms and individual work area according to the retail store standards.
* Assist in other tasks, duties, or projects as assigned by management.

***SKILLS***

* Computer literate such as Microsoft Offices and Internet Surfing.
* Basic knowledge of SABRE software.
* Knowledge in hotel software such as HotSOS, Opera, Micros & InfoGenesis.
* Good in verbal and written communication skills.

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