**EDEN**

Dubai Silicon Oasis

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CAREER OBJECTIVE

To take up a challenging career in a reputed organizations as yours, which allows me to use my capabilities, and potentials that would enable to provide profitable returns for the organization and  also allow the growth of my career to a wider perspective.

**KEY SKILLS AND COMPETENCES**

* Fulfilled the company’s defined customer experience by maintaining a friendly and customer focused approach.
* Changed cash register handling process
* Kept work area clean by utilizing appropriate cleaning standards
* Efficient, dedicated, detail oriented and willing to learn
* Able to work long shifts including evenings, holidays and weekends.
* Work well variety of people as well as independently with little or no supervision.
* Hardworking, flexible and punctual.

ADDITIONAL SKILLS

* Ability to work effectively under time pressure and for long and extended hours
* Good organizational and multi-tasking skills
* Diligence and dedication to work
* Ability to understand different kinds of people
* A keen observer
* Great sensitivity to the needs of others
* A friendly, cheerful, and polite attitude
* A strong passion to ensure customer satisfaction

WORK EXPERIENCE

Reem Al Bawadi Restaurant&Café

Cashier/Receptionist**|**2015-2017

Job Description / Duties:

* Greet customers as they arrive in the store and provide them with information regarding products and/or services.
* Count money at the beginning and ending of the shift.
* Ensure that cash drawer are complete and balance.
* Process customer payments by cash, debit, gift, and credit card.
* Inquire about guest experience and smooth any issues.
* Answer telephone calls regarding reservations, menu questions, and business information.
* Take to-go orders by phone and in-person.
* Coordinate with hostess, floor, and kitchen regarding special customer requests.
* Ensure that each customer’s transaction are process
* Fill in hostess as needed and assist with dining room arrangements.
* Monitor the work of cashiers on a daily basis.
* Ensure management of daily cash accounts.
* Perform the duties of customer service representative when required.
* Create transaction report.
* Computer: skilled in MS word,excel and outlook.
* Train new/other staff members to work as cashier.
* Maintain knowledge of store inventory and sales activities.
* Keep the work area tidy and clean and organize.

TanhookTradings│2011-2013

Salesperson

Paniqui Tarlac, Philippines

* Sell retail products to walk-in customers inside of company stores.
* Open and close cash registers, performing such as counting money, separating charge slips, balancing cash drawers, and making deposits.
* Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
* Describe merchandise and explain use, operation, and care of merchandise to customers.
* Place special orders or call other stores to find desired items/material.
* Compute sales prices, total purchases and receive and process or credit payment.
* Resolve customer issues and answer questions about products and services.
* Deliver outstanding customer service and provide consumers with an overall positive store experience.

Paniqui Mall│2010-2011

Sales Lady

PaniquiTarlac, Philippines

Job Description / Duties:

* Primarily involves working with customers, answering their questions and concerns and closing sales.

ACADEMIC PREPARATION

Bachelor of Science in Nursing

Philippine College of Science and Technology

October 24, 2010

Nalsian Calasiao, Pangasinan

Bachelor of Science in Information Management

University of Pangasinan

Arrellano St.Dagupan City

2 years, Undergraduate

TRAININGS

Region 1 Medical Center Pangasinan Provincial Hospital

Arellano St. Dagupan City San Carlos Pangasinan

Medical Center Dagupan Don Mariano Memorial Hospital

Dagupan City Lingayen Pangasinan

(408 hours

ON JOB TRAINING

Region 1 Medical Center San Lazaro Medical Center

Arellano St. Dagupan City Manila

Orthopedic of the Philippines Mandaluyong Mental Hospital

Banawe St. Quezon City Mandaluyong City

(204 hours)

PERSONAL DATA

Birth Date : November 15, 1984

Age : 32 y/o