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| **CURRICULUM VITAE**  2703064**2703064RACHELLE** 2703064270306427030642703064  [Rachelle.361296@2freemail.com](mailto:Rachelle.361296@2freemail.com)  **Address:**  Al Rigga, Dubai UAE  Personal Data:  **Date of Birth** : 08/03/1991  **Age**  : 26 yrs. old  **Gender**  : Female  **Status** : Single Visa Status : Visit Visa **Nationality** : Filipino  **Place of Issue** : PGC DUBAI | OBJECTIVE:  Seeking a challenging position in an organization where I can enhance my skill to the maximum extent for the symbolic growth of the company.  ACADEMIC RECORD:   * **TERTIARY: BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT**, CENTRO ESCOLAR UNIVERSITY MENDIOLA MANILA Philippines (2007-2011) * **SECONDARY**: Colegio de San Clemente, Angono Philippines (2003-2007) * **ELEMENTARY**: Muzon Elementary School, Muzon Taytay Rizal Philippines (1999-2003)     SUMMARY OF SKILLS AND EXPERIENCES:   * Able to multitask and fast paced environment * Friendly, positive and professional attitude * Demonstrate initiative in solving problems * Great motivator, listener, self-starter and efficient * Excellent communication and interpersonal skills * Computer literate   WORK RELATED EXPERIENCES:  **G2000 Dubai, UAE**  **FORMAL AND CASUAL WEAR**  **SALES ASSISTANT** (FEBRUARY 2013- MARCH 2017)  **Duties:**   * Performs any combination of following duties to provide customer service in self-service store: Aids customers in locating merchandise. * Obtains merchandise from stockroom when merchandise is not on floor. * Arranges stock on shelves or racks in sales area. * Directs or escorts customer to fitting or dressing rooms or to cashier. * Keeps merchandise in order. * Marks or tickets merchandise.   **LALS GROUP OF COMPANIES DUBAI, UAE**  **FFC NEWYORK SHOES** (SEPTEMBER 2012- FEBRUARY 2013)  **SALES REPRESENTATIVE**  **Duties:**   * Assisting shoppers to find the goods and products they are looking for. * Being responsible for processing cash and card payments. * Giving advice and guidance on product selection to customers. * Balancing cash registers with receipts and dealing with customer refunds. * Assisting shoppers to find the goods and products they are looking for. * Responsible in dealing with customer complaints.   **BAIT AL KANDORA, Dubai UAE**  **SALES STAFF/CASHIER** (FEBRUARY 2012– AUGUST 2012)  Duties:   * Maintain good quality of customer service satisfaction * Provides positive, friendly and courteous service and assistance * Communicating with customers, assisting customers in selecting the right product, performing financial transactions and demonstrating knowledge of the product being sold * Billing and maintaining cash flow. * Responsible for opening and closing the system. |
|  | **LEVIS CLOTH AND APPARELL**  **EDSA SHANGRI-LA MALL, PHILIPPINES**  **SALES ADVISOR** (JULY 2011 – JANUARY 2012)  Duties:   * Greetings the customers with a cheerful manner. * Keeping records of regular customers in order to provide a personalized service * Displaying and restocking products * Carrying out routine sales tasks such as wrapping purchases and handling payments * Handling cash counter and billing.   **MAKATI SHANGRI-LA HOTEL**  **MANILA PHILIPPINES**  **STAFF MEMBER** (PASTRY DEPARTMENT)  (JANUARY 2009 – JULY 2009)  Duties:   * Discuss menu planning and the pairing of dessert with entrée and appetizer selections * Testing and evaluation of new pastry and dessert recipes * Decorating and plating various pastries and desserts   SEMINARS ATTENDED:   * Gloria Jeans, Barista Basic Seminar at the Mezzanine, Centro Escolar University (March 11, 2011) * CEU 4th Mini Chefs on Parade 2010 (Gastronomic delight into the realm of Atlantis) September 2-4, 2010 * Fine Dining Etiquette and Food-Wine tasting seminar at the Palawan Room and Garden Ballroom EDSA Shangri-la Hotel (January 25, 2010) * Seminar Workshop in Tour Guiding at Centro Escolar University (August 25, 2009) * Basic Coffee Seminar at Cravings Tomas Morato (January 31, 2009) * Ratsky Bar Restaurant, Tomas Morato Bartending and Flairtending Seminar and Workshop Program (January 31, 2009) * Hotel Familiarization and Tour at the Garden Ballroom, EDSA Shangri-la Hotel * Housekeeping Procedure & Bed Making, Front Office Management & Procedures Banquet & Restaurant Operation Cocktail Mixing at Manila Hotel ( August 31, 2007)   **Applicant** |