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| **CURRICULUM VITAE** 2703064**2703064RACHELLE** 2703064270306427030642703064Rachelle.361296@2freemail.com **Address:**Al Rigga, Dubai UAEPersonal Data:**Date of Birth** : 08/03/1991**Age**  : 26 yrs. old**Gender**  : Female**Status** : SingleVisa 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.
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|  | **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** |