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**Amy**

***C/o-Mobile #****: +971503718643*

***E-add :amy.36304@2freemail.com***

***Objectives****:*

To have advancement with my profession and achieve better career not just in a progressive organization but in other aspect wherein. I can implement and explore at the same time. To share my knowledge for the benefits of the company.

***WORK EXPERIENCE:***

**Cashier cum Waitress - Smana Hotel Al Raffa**

Dubai, UAE

August 2013 - October 2016

*Duties and Responsibilities:*

* Managing all the cash transaction in their work place
* Maintaining daily account o0f the daily transaction
* Balancing the daily account at the end of each day
* Checking the daily cash balance
* Interacting with the costumers that come to the counter
* Solving all their cash related queries
* Checking for the price of products and any discounts or offers
* Receiving coupons and deducting the said amount from the costumers
* Organizing all the work they do and maintaining the accounting records

**Waitress - Manhattan Hotel**

Dubai, UAE

 June 2010 - July 2013

*Duties and Responsibilities:*

* Responsible for the service of beverages to the guests in a friendly and courteous manner I n all therestaurants or bars.
* To provide efficient, expedient and courteous service to the guests leading to total guest andcompany satisfaction.
* Responsible for the cleanliness, maintenance and upkeep of all equipment, furniture, stations
* To check all glasses, crockery and other items needed before putting them in use.
* Responsibly minded for the breakage and loss of such items.
* To ensures that all items required for the set-up of each table are clean, unspotted andin place.
* To respect my Superiors, accept requests withoutquestioning, co-operate unselfishly, and be a good team worker.
* To be courteous, warm, smiling while dealing with guests. Be efficient, fast and serve withconfidence and flair.
* Familiar with all menu items, their preparation and service procedure.
* To make sure that all beverages are according to menu and list specifications, properlypresented and be of correct temperatures before being served.
* To listen to guest complaints. Rectify wrong doings and any guest demands. Inform

 **Saleslady - Sta. Lucia East Grand Mall**

 Manila, Philippines

February2008 to 2009

*Duties and Responsibilities:*

* Key holder responsibilities
* Achieving set sales targets on a weekly basis
* Providing an outstanding level of customer service
* Ensure a high level of appearance on the shop floor
* Offer a consultative approach to your clients
* Build a strong client database
* Undertake other duties as and when required

***EDUCATIONAL BACK GROUND:***

* Bachelor ‘s Degree ( Secretarial - under graduate)

***PERSONAL IMFORMATION:***

* Date of birth: July 1, 1977
* Age:37yrs old
* Civil status:Single
* Citizenship:Filipino
* Language:English, Tagalog
* Visa status: Tourist Visa

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