**ALYZZA**

**ALYZZA.362108@2freemail.com**

***Career Objective:***

To attain a job commensurate to my qualification, expand my capabilities, fuel my knowledge and refine my expertise for holistic growth as an individual and professional to create an excellent impact in the marketplace.

**SKILLS**

* Excellent organizational and time management skills.
* Ability to work as a part of the team
* Ability to work under pressure and meet deadlines.
* Has a good oral and written communication skill.
* Adaptability and flexibility.
* Can work with minimal supervision, under pressure and willing to work overtime and on shifting schedules.
* Willing to work and develop my skills and refine my knowledge.
* Undertake research and procedure documents for meeting.
* Ability to accurately maintained computerized and manual filing/documentation system.
* Performs various clerical and administrative functions such as photocopying, scanning, filing and faxing documents.
* Computer literate (MS Word, Powerpoint, Excel)

**WORK EXPERIENCES**

*Employer:* **INTERCAT Hospitality LLC.**

Al Mafraq Worker City 2, Milco Complex, Abu Dhabi, UAE

*Position:* Administrative Secretary cum Kitchen Coordinator

*Year:* April 13, 2015 – Current

**Job Responsibilities**

* Responsible for answering their email queries, creating and maintaining filing system, keeping diaries, arranging meetings and appointment.
* Filing, photocopying, scanning and faxing documents.
* Handling confidential information in line with the firms’ data security protocols.
* Composed and drafted all outgoing correspondence and reports for managers.
* Examined, categorized and sorted incoming documents and organizing and sending outgoing documents.
* Maintained physical and computer-based filing systems.
* Tracked incoming and outgoing files and materials.
* Responded to internal and external requests for information.
* Created reports, correspondence and spreadsheets with Microsoft Office programs.
* Followed-up with staff and customers regarding missing or needed information.
* Responsible for providing staff monthly timesheet.
* Adhered to all related company policies and government regulations.
* Wrote documents outlining file management protocols.
* Making & editing monthly menu.
* Constructing special menu for special events.
* Creating all the nametags of the food dishes.

*Employer:* **Fresh N’ Famous Food Inc., Greenwich**

Jollibee Center San Miguel Ave., Ortigas, Pasig City

*Position:* Assistant Restaurant Manager

*Year:* July 16, 2013 – March 12, 2015

**Job Responsibilities**

* Recruiting & hiring procedure which ensures that select the best person in their best position.
* Trains the crew by reviewing and revising orientation to products and sales training materials; reviewing staff job results and learning needs; developing and implementing new product training.
* Having a good customer relationship, assisting their needs & giving them the satisfaction by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery.
* Prepares customer relations reports by analyzing and categorizing information; identifying and investigating customer complaints and service suggestions.
* Keeps a safe and clean store environment by developing and publishing evacuation routes; determining and documenting locations of potentially dangerous materials and chemicals.
* Prepares reports by collecting, analyzing, and summarizing information.
* Continue in giving quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops (Manpower Training, Information Management System Training, Ordering System Training, and Life Orientation Development Training Program).
* Contributes to team effort by accomplishing related results as needed.

*Employer:* **Riviera Sports and Country Club**

Bypass Road, Gen. Aguinaldo Highway, Silang, Cavite

*Position:* Administrative & Accounting Assistant

*Year:* June 11, 2012 – September 26, 2012

**Job Responsibilities**

* Answer and direct phone calls
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Submit and reconcile expense reports
* Provide general support to visit

*Employer:* **Rafaella “G” Foods Corporation**

Jollibee Silang J.P. Rizal corner Toledo St., Silang, Cavite 4118, Philippines

*Position:* Service Crew (Counter Station)

*Year:* September 2011- February 2012

**Job Responsibilities**

* Smile and greet the guest.
* Taking orders of the guest.
* Providing their satisfaction on their staying.
* Ensuring the tally of the cash on hand based on the system.

**EDUCATIONAL BACKGROUND**

*Tertiary:* **De La Salle University-Dasmariñas**

Bachelor of Science in Business Administration Major in Business Operations Management

June 2009- March 2013

*Secondary:* **Malabag National Highschool**

Malabag Silang, Cavite

June 2005-March 2009

**PERSONAL PROFILE**

*Birthday:* August 21, 1993

*Citizenship:* Filipino

*Civil Status:* Single

*Visa Status:* Employment Visa

**RECOGNITION / ACHIEVEMENT**

* **BEST EMPLOYEE OF THE YEAR**

INTERCAT Hospitality LLC.

Administrative Department

March 7, 2017

**SEMINARS ATTENDED**

**Jollibee Integrated Pest Control**

Greenwich Lotus Mall

March 1, 2015

**Jollibee Safety & Security Program**

Greenwich Lotus Mall

March 1, 2015

**Jollibee Food Safety Examination Program**

Greenwich Lotus Mall

March 15, 2014

**Business Operations Management Skill Enhancement Seminar-Passport to Success**

Centennial Hall

De La Salle University Dasmariñas, Cavite, Philippines

March 07, 2013

**Career Pathing for Student Scholar**

Severino de las Alas Hall

De La Salle University Dasmariñas, Cavite, Philippines

February 12, 2013

**Enhancing Personality Amidst a Diverse Workforce**

Severino de las Alas Hall

De La Salle University Dasmariñas, Cavite, Philippines

February 12, 2013

**ACADEMIC GRANT**

**DLSU Scholar**

Scholarship Program for Educational Assistance and Development Scholar (SPREAD)

2009-2013

**AFFILIATIONS AND LEADERSHIP**

**Multimedia Ministry** 2015 – Current Filipino Christian Church, Abu Dhabi, UAE

Member

**Circle of Student Assistants (COSA)** 2009-2013

De La Salle University Dasmariñas

Member

**Business Operations Management Society (BOMS)** 2009-2013

De La Salle University Dasmariñas

Member

**Mataas na Burol Unida Church** 2010-2013

Silang, Cavite

Youth President

**CHARACTER REFERENCES**

**Available upon request**

*I hereby certify that the above data are true and correct to the best of my knowledge and therefore permit the personnel to investigate herein.*