CIRRICULUM VITAE

**MICHAEL**

EMAIL: [**MICHAEL.362661@2freemail.com**](mailto:MICHAEL.362661@2freemail.com)

**OBJECTIVES:-**

To obtain a position in a company where I can utilize my administrative and analytical skills and acquire new abilities.

**HIGHLIGHTS AND QUALIFICATIONS:-**

Positive attitude towards work, Upbeat personality, smart and responsible

Self-starter, sincere and committed person, Quick learner responsible team player, Systematic, focused, Dedicated & disciplined, Hardworking, trustworthy, performed my duties very diligently

**WORK EXPIRIENCE:-**

Worked as Cashier Cum Costumer Service Attendant in Magsons Supercenter in Goa, India for One year (04th January 2015 to 26th March 2016)

**DUTIES ASSIGNED :-**

* Sending mail, Data entry, Purchase entry of everyday sale
* Deal with companies approaching to buy and have benefits like membership, discounts, etc
* Organized money, prepared nightly deposit forms and set up store computer system for the next day
* Designed and put together store displays
* Looking after expiry product, and Frozen items
* Performed Cashier, Customer Service Attendant , bagger
* Balanced out daily sales history at the end of shift
* Supervised baggers and other cashiers and assisted customers with finding items
* Advising customers on healthier name-brand items
* Purchase person and stock receiver
* Settling invoice, credit notes, performed packaging

Worked as Room attendant in Royal Orchid Beach Resort and Spa, Galaxy in Goa, India for five months.(23rd July 2012 to 31ST December 2012).

**EXPERIENCE IN HOSPITALITY :-**

* Housekeeping

**DUTIES ASSIGNED :-**

* Attending Customer Call
* Cleaning Account Department Area, Manager office
* Cleaning Public area i.e Lobby, Restroom, Restaurant, Conferrence hall
* I have done duties from General, Afternoon shift, Night shift

**ADDITIONAL COURSES :-**

* Gesto Culinary And Hotel Management Course (Front Office Management Diploma) in Goa, India for One year (2012 to 2013)
* Basic Diploma in Office Assistant – Ms-Word, Ms-Excel and Ms-Powerpoint ( 2008)
* Job Training in Shrama Shakti Bhavan Panaji Goa, India for Two months and 10 days – trainee on Ms-Word, Ms-Excel and Ms-Powerpoint

**EDUCATIONAL ATTAINMENT:-**

* Fr. Agnel High School Pilar Goa India : 2004-2009
* Fr. Agnel Higher Secondary School Pilar Goa India (Two years course Computer Technique Vocational stream) : 2009-2011

**PERSONAL DETAIL :-**

Date of Birth : 04/07/1991

Nationality : Philippines

Gender : Male

Age : 25yrs old

Passport DOI : 25/05/2016

Passport DOE. : 24/05/2021

Visit visa DOI : 10/04/2017

Visit visa DOE : 10/07/2017

Hobbies : Basketball, Chess, Football, Badminton, Billiard, Carom

Languages known : English, Tagalog, Bicol

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

APPLICANT