

**SYRELL**

**SYRELL.362817@2freemail.com**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objectives:

 To obtain a position that will enable me to use my strong

Organizational skill, educational background, and ability to work well with people.

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**SPECIAL SKILLS**:

Proficient in oral and written communication, food and beverage service, computer literate and front office operation, cashiering, handling catering services.

**WORK EXPERIENCE:**

**Slices Catering Services**

**Green Field Community School, Dubai UAE**

Sept 20 2015 to Feb 22 2017

(Cashier/kiosk in charge)

(School base)

**Duties Responsibilities**

* Greet customer as they arrive in the store and provide them with information

regarding products/or services.

* Receive payment by cash,check,credit card,vouches,or authomatic debits.
* Issue receipts,refunds,credits,or change due to customer.
* Count money in cash drawers at the beginning of shifts to ensure that

amounts are correct and that there is adequate change.

* Respond to customer complaints and take necessary action resolve their

issue.

**RAWABINA RESTAURANT & SWEETS**

**Al Gharhoud, Dubai, U.A.E**

April 15, 2013 to July 31, 2015

(Hostess, Receptionist / Waitress)

**Duties Responsibilities**

* Welcoming guest
* Demonstrating menu knowledge
* Up selling specially items
* Describing dishes
* Taking orders(food and beverages)
* Handling complaints
* Ensuring guest satisfaction

**PICASSO BOUTIQUE SERVICED RESIDENCES**

**Makati City Philippines**

April – December 2012

(Office Receptionist)

Makati City Philippines

**Duties Responsibilities**

* Answer telephone, & direct calls
* Take and relay messages
* Provide information to callers
* Greet persons entering organization
* Deal queries from the public and customers.
* Direct persons to correct destination.
* Ensure knowledge of staff movement in and out of organization.
* Monitor visitors access and maintain Security awareness.
* Organization conference and meeting room bookings.
* Co-ordinate meeting and organize catering.
* Monitors and maintain office equipment.

**NOVO MERCHANDISE & ENTERPRISES**

June 15,2010-June 1,2011

(Sales Clerk)

Catarman Northern Samar Philippines

**Duties Responsibilities**

* Greet and talk to customer in courteous manner.
* Handle inbounds calls from customers.
* Answer and respond to customer inquiries regarding merchandise.
* Assist customer in locating the merchandise they need.
* Display merchandise on lacks in attractive manner.
* Prepare list of item to be re-stocked.
* Assist customers in completing the purchases.
* Handle refunds, returns and exchange of merchandise.
* Follow check list after opining and before closing the shop.

**SUR BEACH RESORT BORACAY**

**(Bar station & Dining area)**

Station 1, Balabag, Boracay, Island

Malay, Aklan, Philippines

May 16-30, 2011

**BORACAY PENINSULA RESORT**

**(Dining and Receptionist Cashier)**

Station 2, Balabag, Boracay Island

Malay, Aklan, Philippines

April 3 – May 13, 2011

Hand

**LA CARMELA DE BORACAY RESORT HOTEL**

**(Fine Dining Restaurant)**

Beachfront, Station 2, Balabag, Island

Malay, Aklan, Philippines

June 3-20, 2011

**SEMINARS/TRAININGS ATTENDED**:

**NATIONAL CERTIFICATE 11** in Housekeeping

Issued by **TESDA** on March 28,

2011UEP Hostel,University of Eastern Philippines

University Town, Catarman, N. Samar

**“Student Intellectual Enhancement Seminar”**UEP-Gym- University of Eastern Philippines

**“BATTLE OF THE CHEFS FESTIVAL 2010”**

UEP Hostel, University of Eastern Philippines

University Town, Catarman, N. Samar

**CERTIFICATE OF PARTICIPATION”**

Chef’s on Parade on February 15, 2010

UEP-Gymnatorium

University Town, Catarman N. Samar

**PERSONAL INFORMATION:**

Sex : Female

Age : 25 years old

Date of Birth : November 21, 1991

Civil Status : Single

Citizenship : Filipino

Religion : Catholic Christian

**EDUCATIONAL BACKGROUND**:

**COLLEGE EDUCATION** : BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

UNIVERSITY OF EASTERN PHILIPPINES

 CATARMAN N. SAMAR

 S.Y: 2008-2012

**SECONDARY** : FAIR GEMS ACADEMY

 CATUBIG NORTHERN SAMAR

 S.Y: 2004-2008

**ELEMENTARY** : CATUBIG CENTRAL ELEMENTARY SCHOOL

 CATUBIG, NORTHERN SAMAR

 S.Y: 1998-2004

I declare that these Personal Data Sheets has been accomplished by me and is true, corrected and completed statement to the provisions of pertinent laws, rules and regulations.

Applicant