

**. Maligaya**

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**Objectives:**

To contribute to the organizations that can utilize my skills in customer service and relationship as well as acquired knowledge. Willing to undergo trainings, can work under pressure.

**Summary of Qualification**

Quick-minded, eager to learn, detail oriented

Accurate, dependable and dedicated to doing best possible job Trustworthy and reliable with confident information

Fast learner, adept at quickly learning procedures and implementing best practices Outgoing, friendly with good sense of humor

**WORK EXPERIENCES:**

**Cashier/Waitress/Hostess**

March 2016 up to present

***Totora Restaurant and Lounge –DIFC***

***Duties and Responsibilities***

Greet customers when entering or leaving establishments

Handling cash transactions with customers

Scanning goods and collect payments

Issuing reciepts,funds, change or tickets

Reporting to the accounts

Handling petty cash

Keep all the records of all transactions

Taking phone calls

Making Reservations

* **Cashier/Waitress/Hostess**

January 2013-March 2016

Grosvenor House Dubai - Embassy

**Duties and Responsibilities**

Facilitate the prompt and accurate seating and service of all guests, Accept payment for food and beverages, and

Make a proper change and helps servers in assuring quality customer service.

Greet guests in a warm friendly manner,

Making them feel comfortable and welcome in our dining room.

* **Food and Beverage Service Assistance and cashiering** (training)

May 2012 up to August 2012

Grosvenor House Dubai – Buddha Bar

* **Room Attendant**

July 2011 up to December 2012

Grosvenor II House Dubai

**KEY RESPONSIBILITIES/DUTIES:**

Performs routine duties in cleaning and servicing of guest rooms and baths under supervision of housekeeping supervisor. Promotes a positive image of the property to guests.

* **Property Consultant**

March 2010 up to April 2011

Greenfield Development Corporation

**KEY RESPONSIBILITIES/DUTIES:**

Sales presentation to individual and corporate clients.

Source for quality prospects.

Grow the business by delivering the prescribed sales targets.

* **Sales Staff**

September 2009-March 2010

Outlet Central Paseo de Sta. Rosa

**KEY RESPONSIBILITIES/DUTIES:**

Assists customers in locating merchandise.

Stamps or attaches price tags on merchandise.

Checks inventory periodically

Sets up promotional displays.

* **Production Operator**

April 2001-March 2008

Furukawa Electronic Autoparts Phil’s.

**KEY RESPONSIBILITIES/DUTIES:**

Assembly line.

Follow Batch orders & monitor work practices to ensure that product is produced to agreed specifications.

Ensure continuous production is maintained where possible.

Operate equipment and machinery in a safe manner.

Work in accordance with Health and Safety procedures

**EDUCATIONAL BACKGROUND:**

**Year attended** : 2000-2002

**Computer Science**

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| --- | --- | --- |
| **School** | : Computer Programming | |
| **Address** | : Olivarez Tagaytay, College | |
| **Year attended** | : 1995-2000 | |
| **School** | : **Luksuhin National High School** | |
| **Address** | : Luksuhin Alfonso Cavite | |
| **Year attended** | : | 1988-1994 |
| **School** | : | **Sulsugin Elementary School** |
| **Address** | : | Sulsugin Alfonso Cavite |