**RIZZADEA**

**RIZZADEA.365913@2freemail.com**

Objectives:

 To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

Personal Qualities:

Highly motivated

Flexible

Willing to be trained and learn new ideas

Smart appearance and presentable

Work Experiences:

 Position: **Cashier**

 Date of Employment: NOVEMBER 2016 – Present

 Company: GLOBAL VILLAGE, UAE

Job Description:

* Greet customers as they arrive in the store and provide them with information regarding products and/or services
* Respond to customers’ complaints and take necessary actions resolve their issues
* Take payment in exchange of items sold
* Enter transactions in the cash register and provide customers with the total bill
* Keep the work area tidy and clean

Position: **SALES LADY**

 Date of Employment: MARCH 2012 –FEB 2014

 Company WESTERN BOTIQUE KL MALAYSIA

Job Description:

* Work with customers with the most cheerful and pleasant disposition
* Give answers to customers’ questions or concerns related to the product they are charged to sell and demonstrate good knowledge of the product
* Communicate and assist customers in any way possible and as the customers may require

Position: **WAITRESS**

 Date of Employment NOV 2009- 20012

 Company: MAJESTIC HOTEL KL MALAYSIA

Job Description:

* Providing excellent customer service
* Greeting patrons once they are seated
* Presenting menus to customers
* Explaining menu items to customers
* Answering questions from patrons about food and beverages

Seminars/Training/Organization and Activity Attended:

**CAREGIVER**

MIGRANTS CAPABILITIES ENHANCMENT PROGRAN

ST JOHNS CATHEDRAL KL MALAYSIA

2012

**RECEPTIONIST**

HOLIDAY INN HOTEL

 MANILA PHIL

 FEB-MARCH 2001

Educational Attainment:

Tertiary Education:

POLYTECHNIC OF THE PHIL

LEPANTO MANILA

ASSOCIATE IN RESTAURANT MNGMNT

MARCH 2001

Personal Information:

Date of Birth: January 29, 1981

Gender: Female

Age: 35

Citizenship: Filipino

*I do hereby declare that the above given statements are true and correct to the best of my knowledge.*