**[CYLIDE.366060@2freemail.com](mailto:CYLIDE.366060@2freemail.com)**

**Cover letter:** Dear Sir/ Madam

I am interested in a job position with your company that will suit my qualifications.   
  
I am an enthusiastic, professional individual who would fit well into your company’s team culture and contribute to your ongoing success. I feel comfortable being utilized within day to day business operations, working within a team environment or on individual tasks.   
I am looking for a challenging job position within your dynamic organization, that will provide me with the opportunity for further development in my career and to continue gaining work experience in the UAE. I will bring important skills to your available job position, including:   
  
• Time management and strong organizational skills   
• Motivation and Dedication   
• Good communication skills   
• Adept use of Office, Windows, Explorer and more   
• Research and Analytical skills  
  
I would like to have the opportunity to discuss requirements and expectations of the position, and how I could use my skills to benefit your company. Thank you for considering my application. I look forward to hearing from you.   
  
Please don’t hesitate to contact me for any additional information or references.

**CYLIDE**



**Position Desire: WAITER/KITCHEN HELPER/ SALESMAN/ SALES REPRESENTATIVE**

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| **OBJECTIVE** |

“In search of a new professional challenge in a company where I will be able to make the best use of my skills,

professional knowledge & experience. To work in an environment that offers opportunities for self-improvement, encourages responsibility & self-initiative within a multi-cultural setting. In return, I offer a hardworking, reliable, versatile, honest, professional aptitude & attitude towards the business. A committed team player, I can also lead

a group & excel in a fast-paced environment.”

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| **PERSONAL SKILLS AND QUALIFICATIONS** |

* Ability to work with the team to achieve or exceed the sales target.
* Ability to adapt new technology.
* Could speak English with fluency.
* Proficient on MS WORD, MS EXCEL, MS POWERPOINT.
* Hard working, flexible, reliable and can work under pressure.
* Positive thinker and solution oriented.
* Disciplined and fast learner.

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| **PROFESSIONAL EXPERIENCE** |

**WAITER MARCH 30 –APRIL 30 2017**

**BIG FERNAND MEA DUBAI BRACH**

**JOB DESCRIPTION**

* Providing excellent customer service to ensure satisfaction.
* Taking customer orders and delivering food and beverages in a timely fashion
* Making menu recommendations, answering questions and sharing additional information upon request
* Greet customers and present menu
* Make menu recommendations or share additional information upon request
* Take and serve food/drinks orders and up-sell additional products when appropriate
* Arrange table settings and maintain tables clean and tidy
* Check products for quality and correct any problems
* Deliver checks and collect payments
* Working closely with all serving and kitchen staff
* Follow all relevant health department rules/regulations and all customer service guidelines

# SALES AGENT / MERCHANDIZER JANUARY 2014 – NOVEMBER 2016

**GARDENIA BAKERIES OF THE PHIL. INC.**

LA UNION, PHILIPPINES

**JOB DESCRIPTION**

* Ensure that each customer receives outstanding service by providing a friendly environment, which includes

greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.

* Maintain an awareness of all promotions and advertisements.
* Assist in floor moves, merchandising, and display maintenance.
* Assist in processing and replenishing merchandise and monitoring floor stock.
* Communicate customer requests to management.
* Assist in completing price changes within the department.
* Participate in year-end inventory and cycle counts.
* Assist in ringing up sales at registers and/or bagging merchandise.

**SHOP ASSISTANT/ ENCODER SEPTEMBER 2012- DECEMBER 2013**

**YOOHOO COMPUTER SHOP**

LA UNION, PHILIPPINES

**JOB DESCRIPTION**

* Assist customers when they have trouble or questions using computer softwares such as Microsoft Office,

Adobe softwares and all softwares that are being used in the computer shop.

* Provide services such as encoding, printing, downloading and all other operations provided by the shop.
* Assisting customers to use popular online and LAN games.
* Troubleshoots different kinds of computer programs, hardwares and softwares.
* Provide excellent customer care.
* Maintain cleanliness and orderliness of the place.
* Keep accurate records of logs and inventories of the shop.
* Time customers of the number of minutes or hours they will use the computer or internet.

**OUTDOOR SALES REPRESENTATIVE JUNE 2010- JUNE 2011**

**SMART TELECOMMUNICATION**

**(Under Department of Labor and Employment)**

LA UNION, PHILIPPINES

**JOB DESCRIPTION**

* Maintaining and developing relationships with existing customers in person.
* Acting as a contact between a company and its existing and potential markets.
* Gathering market and customer information.
* Advising on forthcoming product developments and discussing special promotions.
* Checking the quantities of goods in stock.
* Recording sales and order information and sending copies to the sales office, or entering figures into a computer system.
* Reviewing your own sales performance, aiming to meet or exceed targets.
* Gaining a clear understanding of customers' businesses and requirements.
* Making accurate, rapid cost calculations and providing customers with quotations.

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| **EDUCATIONAL BACKGROUND** |

**VOCATIONAL COMPUTER HARDWARE SERVICING NC II 2012**

**TESDA RTC 1,**La Union, Philippines

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| **PERSONAL DATA** |

* **DATE OF BIRTH :** SEPTEMBER 17, 1993
* **AGE :** 23 years’ old
* **NATIONALITY :** FILIPINO
* **CIVIL STATUS :** SINGLE

I hereby certify that the above-mentioned information are true and correct to the best of my knowledge.

**CYLIDE**