**ARLYN**

Email Address: [arlyn.367420@2freemail.com](mailto:arlyn.367420@2freemail.com)

**OBJECTIVES:** To be a part of the working team by giving assistance and sharing my skills, knowledge,

and experiences that will suit to your required qualification.

**EMPLOYMENT HISTORY**

Position : **Receptionist**

Duration : July 2016 up to present

Company Industry : Global Catering Services

Address : Abu Dhabi

Duties and Responsibilities

* Welcome, assist and direct guest properly.
* Check the visiting form fulfillment, guide visitors in doing this guestbook filing
* Receive phone calls, direct them to the right recipients.
* Provides information to guests and staff in person or by phone.
* Send and receive messages through all communication devices including fax machine and telephone system.
* Make quick responds to the phone calls and received emails.
* Operate computer as well as using internet technology properly.
* Maintain general filling system, sort and record mails properly.
* Checking availability and booking the conference room in the office
* Monitor and main inventory supplies in the office.

Position : **Waitress or Cashier**

Duration : August 2015 to June 2016

Company Industry : Global Catering Services (Lebanesse Restaurant)

Address : Abu Dhabi

Duties and Responsibilities

* Greets the customer's and present them with the menu.
* Learn menu items and be able to describe them appropriately to customer.
* Informs the customer about the special items for the day and menu changes if any.
* Suggest food and beverages to the customer's and also try to upsell.
* Take food and beverages orders from the customer on the order taking pads or on the handled Point of Sale (POS) system.
* Punch the order on the POS machine and make sure to enter the special requirements made by the customer while ordering the food.
* Deliver beverages and food in a timely manner.
* Communicate to the customer and provide assistance with their queries.
* Server food and beverages to the customer as per the course of order.
* Observes the customer's and ensure their satisfaction with the food and service.
* Promptly respond to customer with any additional request.
* Clear dirty dishes from table.
* Refill beverages throughout the meal.
* Deliver customer's bill and thank them for dinning at the restaurant.
* Print closing report and give to branch manager
* Tally the credit card and cash settlements for the day with the closing report form the machine
* Work with other servers and be a team player.

Position : **Waitress/Cashier**

Duration : May 22, 2013 to June 22, 2015

Company Industry : Emirates Taste Catering Services

Address : Abu Dhabi

Duties and Responsibilities

* Responsible for preparation of buffet.
* Ensures magic moments for the customer.
* Present the menu and take the order.
* Responsible in serving food.
* Responsible in cafeteria duties and responsibilities.
* Ensuring the opening set up procedures and closing cleaning procedures.
* Honor customer by providing quick, friendly and personal service.
* Generates customer satisfaction.
* Responds appropriately to customer concern.
* Follows, health, safety and sanitation guidelines for all products.
* Communicates with colleges and management to solve problems and improve quality and service.
* Produces superior product presentation.
* Maintain the cleanliness of the area.
* Maintain the highest level standard for all the product presentation.

Position : **Document Controller**

Duration : May 2004 to February 2013

Company Industry : Third Party Logistics – Warehousing and Distribution

Address : Brgy. Prinza, Calamba City, Laguna

Duties and Responsibilities

* Responsible for the daily monitoring and coordinates properly with other storage personnel on stock movement, receipts and issuance of products.
* Responsible for maintaining as updated, accurate records and documents of stock for timely management/depot manager and/or supervisor’s information and reference.
* Coordinate with client on daily transaction.
* Responsible for efficient management of position, identification of proper product location of various customers and implement the First-In-First-Out as required by the customer.
* Find possible root cause of inventory variance.
* Report any discrepancies or incorrect stock position for immediate correction or adjustment in inventory records and documents.

**SEMINARS AND TRAINING ATTENDED**

***Date*** ***Topics/Course Title***

May 10-13, 2011 **Understanding and Implementing Hazard Analysis Critical Control Points (HACCP)**

Days Hotel Tagaytay – Silang Crossing Tagaytay City

August 16, 2012 **GMP on Cleaning, Sanitation and Food Safety**

Kalinisan Chemicals Corporation – Calamba City Laguna

January 05, 2013 **Good Operating Practices, Security and Access Control, 5’s and Good Warehousing Practices**

Jentec Storage Inc. – Calamba City Laguna

June 8, 2013 **Essential Food Safety Record**

RMK Experts Training Services

September 23, 2014 **Essential Food Safety Training**

RMK Experts Training Services

**SKILLS**

Knowledge in preparing and serving of food.

Computer proficient in programs such as Microsoft in Excel, Word and Power Point.

**PERSONAL DATA**

Date of Birth : March 06, 1984

Nationality : Filipino

Status : Single

Visa Status : Employment

Height : 5’0 inches

**EDUCATIONAL BACKROUND**

**College** : **Batangas State University**

San Juan, Batangas Campus

**Course** : Bachelor of Agri-Culture

**Major** : Business Management

2001-2003 (Under Graduate)

**Secondary** : **Buhaynasapa National High Sch**ool

Buhaynasapa, San Juan, Batangas

2000-2001

**Primary** : **Abung Elementary School**

Abung, San Juan, Batangas

1996-1997

**Reference:** Available upon request