RUGIE

[Rugie.367895@2freemail.com](mailto:Rugie.367895@2freemail.com)

OBJECTIVE: To ensure a challenging opportunity where I can utilize my innate and acquired skills and be able to maximize my full potentials in the performance of my task and responsibilities in any given job and employment environment.

EMPLOYMENT EXPERIENCES:

GLOBAL VILLAGE EXIT 37 SHEIKH MOHAMMED BIN ZAYED

ROAD, DUBAI, UAE, NOVEMBER 2016 TO APRIL 2017

Cashier

. Greet and smile customer when they arrived at the counter.

. Sell tickets and receive payments by cash or credit.

. Issues receipts or change due to customers.

. Endorse the new shows offer everyday.

. Answer customers’ questions and provide on procedures or policies.

. Thank and bid farewell to the customer.

CITY SQUARE TRADER, J.M. BASA STREET ILOILO CITY, PHILIPPINES

SEPTEMBER 2010 TO AUGUST 2016

Encoder/Warehouse In-Charge

* Receive document, packing list of stocks from the supplier.
* Encodes information accurately based on received documents.
* Check the information quality of documents.
* Perform self–audit of administration details of the report before endorsing it to the assigned auditor.
* Provide suggestions on process improvement.

CITY SQUARE TRADER, J.M. BASA ST. ILOILO CITY, PHILIPPINES

MARCH 2007 TO AUGUST 2010

Sales Representative

* Greet customers when they arrive at the store and if they need assistance.
* Process sales transaction at the POS counter.
* Suggest upsell items to customers based on the items they have chosen.
* Replace merchandise on the shelves, paying special attention to end caps.
* Arrange special sale and clearance items at the front of the store for maximum visibility.
* Build rapport with customers and provide them with genuine guidance and support.

METRO MANILA SHPPING MECCA CORP. /DELGADO ST.ILOILO CITY,

PHILIPPINES/ JUNE 2006 TO FEBRUARY 2007

Merchandiser

* Taking inventory ,removing any expired or damaged products,replacing products.
* Meeting with store managers for re- ordering products.
* Responsible or promoting and marketing food products by means of store displays.
* Assist with the billing and pricing of food products and client food orders.
* Assist in selecting food products during seasonal times,surveying stores and forecasting products and sales.
* Address any customer complaints or issues and maintan an adequate customer service level.

BUTO’T BALAT RESTAURANT, JARO ILOILO CITY

PHILIPPINES.APRIL 2004 TO MAY 2006

Supervisor

* Assist the Restaurant Manager in Interviewing,selecting ,training,supervising,counseling

and disciplining outlet staff.

* Supervising the floor during meal periods to ensure that all tables standards and steps of service are met through all customers interactions.
* Ensuring the checklists,requisitions and proper opening and closing functions are being completed each shift.
* Communicate effectively,both verbally and in writing ,to provide clear direction to the staff.
* Observe performance and encourage improvement where necessary.
* Communicate with guests and employees using positive and clear speaking voice, listen to and understand requests ,respond with appropriate actios and provide accurate information.
* Utilize computer to accurately charge customers ,create forecast and revenue reports and write correspondence.
* Input and retrieve data and change computer procedures using complex series of keypunches to program system.
* Ensure that all standards and restaurant cash handling procedures are met.
* Maintain cleanliness of all outlets on a daily basis .
* Work closely with the Restaurant Manager in monthly and quarterly inventory.
* Ensure all daily and monthly reports are detailed and submitted in a timely matter.

PERSONAL INFORMATION:

Birth date: April 27, 1981

Nationality: Filipino

Sex: Male

Height: 5’4

Civil Status: Married

Age: 35 Years old

Visa status: Tourist (Long Term Visit)

EDUCATIONAL BACKGROUND:

College Education: 2003-2004 West Visayas State Univesity Calinog, Iloilo, Philippines

Secondary Education: 1998-1999 Cabudian National High School Duenas Iloilo, Philippines

Elementary Education: 1994-1995 Cabudian Elementary School/Duenas, Iloilo Philippines

Educational attainment: Degree holder in Bachelor of Secondary Education Major in English.

SPECIAL SKILLS:

1. Speaks and understand English

2. Computer Literate

3. Can work in flexible time without any supervision

References

Available upon Request

I hereby attest that the above information is true and to the best of my knowledge…