**Ms. MICHELLE**

**MICHELLE.368039@2freemail.com**

**CAREER OBJECTIVES**

To attain a position that would help me improve my abilities and positively influence my growth as a professional and to support the company with utmost diligence and perseverance.

**CAREER PROFILE**

Functions well individually and as a team member.

A very fast-learner and can work under pressure with high quality output.

Proven interpersonal and communication skills, having dealt with a diversity of professionals, clients and staff members

**WORK EXPERIENCE**

**Global Village**-Takoyaki Kiosk Cashier

**Air21 (Project Base-Accenture)**-In House Courier

Pioneer Mandaluyong City (April 27,2013-May 4, 2016)

**Duties and Responsibilities**

* Manifesting Files
* Sending E-email to Clients
* Delivery of Documents within the Building

**ABU DHABI PHARMACY** – Sale and Assistant Sec.

Abu Dhabi, Najda St. UAE (Jan. 19, 2009 –Jan 19,2012)

**Duties and Responsibilities**

* Handling accounts, invoices and purchasing supply and materials
* Keeping data’s like ( Statement of accounts)
* Checking all the expiration date of expired medicine
* Preparing purchasing order

**ALFREDO CAFÉ –** Waitress

Abu Dhabi Mall, Abu Dhabi UAE (Dec.17, 2005 to Dec. 2008)

**Duties and Responsibilities**

* Receives guests and conducts them to table
* Develop a creative ability to make appropriate suggestions to guests in the areas
* Give the customers a satisfactory service
* Serves drinks and takes orders , informs guests about specials
* Product knowledge
* Perform jobs assigned by management

**CHOWKING–**Telemarketer

Philippines

**Duties and Responsibilities**

* Answer telephone/queries and taking up order.
* Ensures that the customers are thoroughly assisted.
* Handling key system in restaurant.

**BAROLO ITALIANO**– Waitress / Cashier

Philippines

**Duties and Responsibilities**

* Welcome the customer with smile.
* Ensures that the customers are thoroughly assisted.
* Handling key system in restaurant.
* Present the Menu and Take the order
* Answer telephone/queries.
* Performs other related duties as assigned.

**Galleria Bingo–** Waitress / Cashier

Philippines

**EDUCATION**

**Rizal High School (Secondary)**

June 1995 – March 2000

Philippines