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**Charlotte**

**Email add:** **charlotte.369495@2freemail.com**

**OBJECTIVE**

To attain a challenging job where I can contribute the best of my skills and efforts in the growth of the company and as well as myself



**JOB EXPERIENCE**

**Pasargad Restaurant and Café Tecom Dubai Internet City**

**January 2015– February 2017(Finish Contract)**

**CASHIER cum WAITRESS**

 . Handling cash machine

 . Monthly inventory stocks

 . Aswering phone calls for delivery order

 **.** Ensure the guest receive the highest standards of customer service



**The Orchestra Café Burjuman**

**Dubai, UAE**

**Sept.2009 -October-2014**

**TEAM LEADER**

* Self-starter with ability to multitask
* Can demonstrate excellent product and range knowledge
* To acknowledge and greet each customer
* To give the highest standard of customer service

SALES ASSOCIATE

SM DEPARTMENT STORE

BACOOR,CAVITE PHILS.

May 2007-June 2009

* . Ensuring each customer receives quality service
* . Maintaining awareness of all advertisements and promotions
* . Executing the daily day-to-day goals and priorities set by the management
* . Upholding the store’s high cleanliness standards
* . Participating in the processing of new shipments
* . Assisting the warehouse team in keeping the stock receiving area and the back stock area organized and clean
* . Assisting in training, monitoring, and development of new recruits
* . Ensuring compliance to safety policy defined by the store management team
* . Assisting customers in locating items and answering their queries related to products sold in the store
* . Providing information to customers on store’s procedures and policies

EDUCATION

B. S. Nursing (undergraduate)

Emilio Aguinaldo College Manila Philippines

**PERSONAL INFORMATION**

 **Nationality** : Filipino

**Civil Status :** Married

**Date of Birth :** September 10,1974

Gender ; Female

**Height** : 5’2 inches

Language : English, Tagalog,Arabic(Basic)

**Visa status :** Employment Visa(Finish Contract)