**RUTH**

**RUTH.372470@2freemail.com**

**OBJECTIVES:**

* To obtain a challenging position that is the same with my professional experiences in progressive and growth oriented company.
* To work for an organization that recognizes abilities, talents and accomplishments of an individual.

**EDUCATIONAL ATTENMAINT**:

Associate in Pharmacy (Undergraduate)

Lyceum-Northwestern University, Dagupan City Philippines

**STRENGTH, SKILLS AND CAPABILITIES:**

* Can work independently.
* Honest and trustworthy.
* Can work without supervision.
* Hardworking and dedicated to work.
* Solve problems efficiently
* Time Management
* Strong leadership and collaboration
* Adaptable from being creative

**WORK EXPERIENCE:**

**March 18, 2012 – December 31, 2017** **WAITRESS and CASHIER**

 Baity Hotel Apartment

 Bur Dubai, Dubai

**Waitress**

* Providing excellent wait service to ensure satisfaction
* Taking customer orders and delivering food and beverages
* Making menu recommendations, answering questions and sharing additional information with restaurant patrons
* Follow all relevant health department regulations

**Cashier**

* Always observed cleanliness.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.

**Oct. 2006 - Jun. 2011** **SALES CLERK**

 **Avenue Mall Kuwait**

* Maintain the cleanliness in the selling area.
* Entertaining the customer with full attention.
* Replenishment or replacement of items.
* Checking the merchandise/items.
* Preparing of inventory.
* Preparing voucher items.
* Preparing wholesale receipts.
* Preparing of daily sales quota and sales report.

**2004 – 2006** **Service Crew**

 **Jollibee Food Corporation - Dagupan City, Philippines**

* Generally the duties include delivering the food and beverages.
* Removing used dishes, setting up and taking down tables and taking orders.
* The responsibility is to make sure the customers are satisfied.
* Provide excellent customer service to guests
* Carry dirty plates, glasses and silverware to kitchen for cleaning
* Inform customers about the day’s specials
* Greet and escort customers to their tables
* Up-sell additional products when appropriate

**2002 - 2003** **Merchandiser**

 **SM Shoe Mart - Pasay City Philippines**

* To promote and sell the products to the customers.
* Displaying the company.
* Targeting monthly revenue.
* Smile always to attract customer’s attention.
* And especially always know the product.
* Service oriented.
* Stock shelves, counters or tables with merchandise.
* Keep record of sales, prepare inventory of stock and order merchandise.

**PERSONAL DETAILS:**

Nationality : Filipino

Marital Status : Single

Birth Date : October 26 1975

Gender : Female

Languages : English, Tagalog

Visa Status : Employment Visa

I hereby attest that the above mentioned information is true and correct.