**ANTHONY**

Email address: anthony.381180@2freemail.com

Visa Type: Leisure Visa

**OBJECTIVE:**

I am a self-motivated, honest, hardworking individual seeking for a position in your company where I can apply my experiences that would best fit my qualifications with the aim of contributing to your company’s growth and to my personal growth.

**PROFESSIONAL EXPERIENCES:**

* **SALES STAFF (Part-time)**

Big Bear Home Furniture

Umm Suqeim Road, Al Barsha, Opp. ENOC, Dubai, UAE

May 2018

* Greeting customers who enter the shop.
* Keeping the store tidy and clean, this includes wiping furniture’s and mopping.
* Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock and assembled newly arrived furniture.
* **JUNIOR CHIEF SECURITY OFFICER**

Municipality of La Paz, Abra, Philippines

May 2016 – March 2018

* Ensure that an organization's security function adds value and gives it a competitive advantage.
* Escorts the Municipal Mayor in all his agendas and made sure to maintain peace & order.
* Supervised security personnel on duty.
* Checking of CCTV footage and creating report if necessary.
* Making calls for emergency police, fire and ambulance if there is a major incident / accident.
* Directed evacuees during emergency situations.
* Kept record and generated reports on property damage, malfunctioning equipments and out of place occurrences.
* Monitoring and assessing hazardous ad unsafe situations and developing measures to assure personnel safety.
* Organize, assign and brief subordinates if there are any projects implemented by the head of security.
* Granted access to areas based on identification and kept logs of visitors.
* **SERVICE CREW / WAITER**

Pnyn Food House and Catering Services

Acosta St, Zone 3, Bangued, Abra,Philippines

March 2015 – February 2016

* Maintain chart of all available deals and products periodically and refresh such chart on daily basis.
* Help customers to settle down and also take their orders
* Provide answers to queries presented by clients regarding services and offers made available by the restaurant
* Ensure that order and food preparation counters are clean at all times
* Inform customers of any special or new deals that the company has introduced
* Achieved sales goals through product recommendations to guests
* Assisted with the flow of guests by taking food and drink orders as needed
* Emphasize interpersonal skills such as customer service, communication, and sales abilities, as well as general skills like time management, mathematical ability and organization.
* **SALES REPRESENTATIVE**

Calixterio’s Handicraft & Furniture

Consiliman, Bangued, Abra, Philippines

January 2014 – February 2015

* Welcome customers as they come into the shop.
* Involved in stock control and management.
* Assisting shoppers to find the products that they are looking for.
* Responsible in processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays.

**Trainings and Seminars**

* Disaster Risk Management Seminar – March 2017
* First Aid Training – Philippine Red Cross of the Philippines, January 2017.
* Alcohol & Drug Awareness – Department of Health, December 2016
* Basic Fire Protection Training – Bureau of Fire Protection Philippines, November 2016.
* Combat Shooting – Abra Valley Colleges, September 2015.
* Rappelling – Abra Valley Colleges, July 2015.

**SKILLS AND QUALIFICATIONS:**

* Flexible when it comes to work.
* Cautious and careful when dealing with clients.
* Can work with grace under pressure especially during rush hours.
* Humble, energetic and with pleasing personality.
* Languages & level: Proficient in English and Filipino
* Communication skills: (Handling complaints, giving excellent customer service, etc.)
* Fast leaner, flexible and can do multi-tasking
* With attention to details
* Ability to work well with others to accomplish a common goal
* Hardworking, honest and dedicated professional
* Goal – driven achiever with strong organizational skills

**EDUCATIONAL BACKGROUND:**

**COLLEGE DEGREE:**

Bachelor of Science Major in Criminology

Abra Valley Colleges

Bangued, Abra, Philippines

**SECONDARY EDUCATION:**

Queen of Peace High School

Poblacion, La Paz, Abra, Philippines

**PRIMARY EDUCATION:**

La Paz, Central School

Poblacion, La Paz, Abra, Philippines