### IMG-20171120-WA0000.jpg

### Sitti

Email Address: [sitti.381947@2freemail.com](mailto:sitti.381947@2freemail.com)

## JOB OBJECTIVES:

To belong to an institution/company that is driven to excellence and promotes professional development based on dedication, loyalty and works ethics.

## highlights qualifications:

* Has profound organizational and communication skills both verbally and written
* Goal-oriented, success-driven, hardworking, efficient.
* Creative and flexible, can adapt easily to any situation
* Can provide a good quality care
* Customer service skills.

## Work Experience:

***Waitress/Cashier***

IL Forno Restaurant LLC

Sahara Center, Sharja UAE

December 2012 – May 2018

**Duties and Responsibilities**

* Responsible on counting the money before and after duties.
* Handling customer’s payment needs.
* Responsible on assisting customer in needs.
* Greet customer settle them down and take order for patrons for food or beverages.

***Teacher Assistant***

Mindanao State University (MSU)

Tawi Tawi Philippines

June 2008 – October 20010

**Duties and Responsibilities**

* Reinforce lessons presented by teachers by reviewing the materials with students.
* Help teacher with records keeping, such as tracking attendance and calculating grades.
* Help with the planning of some lessons. Provide detailed and regular feedback to teachers on pupils progress.
* Cary out administrative duties, such as preparing classroom resources.

***Assistant Librarian***

Mindanao State University (MSU)

Tawi Tawi Philippines

June 2006 – April 2008

**Duties and Responsibilities**

* Keep current on resources and literature, and select publication for the library’s collection.
* Categorizes, Prepares, and Catalogs the materials.
* Helping people from ordering books for easy finding to coordinating.
* Checking – in, Checking – out and circulation of library materials.

## educational background:

**TERTIARY** Bachelor of Elementary Education

Mindanao State University, Tawi Tawi, Philippines

Graduated S.Y. 2005 - 2006 (Diploma)

**SECONDARY** Ummat National High School

Simunul Tawi Tawi, Philippines

Graduated S.Y. 2000-2001

**PRIMARY** Mongkay Elementary School

Simunul Tawi Tawi, Philippines

Graduated S.Y. 1995-1996

## PERSONAL BACKGROUND:

Height : 5’2”

Weight : 60 Kg

Date of Birth  : April 06, 1984

Place of Birth : Mongkay Simunul Tawi Tawi, Philippines

Citizenship    : Filipino

Religion : Islam

I am extremely a proactive person with the ability to be a very quick learner. I would excel in position, which calls for this qualities and some more. I have the ability to handle responsibilities. I am ready to adjust my time to any schedule that would be given to me for my working hours. I am also hardworking and eager to take new challenges and have knowledge of customer service and can work under pressure.

I hereby certify that the above data is true and correct to the best of my knowledge and belief.