**MATRIX **

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## Objective

* To enhance and bring out my full potential in all aspect that I commit with.

• Taking one more step further is a chance to explore more of myself and my capabilities as

a rational human being.

## Education and Personal Info.

* Bachelor's Degree
* Birthdate: February 05, 1988
* Roman Catholic

• Nationality: Filipino

## Skills and qualifications

* Computer Literate
* Excellent English Communication Skills
* Knowledgeable in Costumer Service Skills
* Team Leader
* UAE Basic Hygiene training Level 2 passer.
* UAE Fire Fighting training and First Aide Basic Life Support passer.
* Driving Light and heavy vehicle (Philippine Driver's License Bearer)

## Summary experience

Labbys Restaurant JLT Dubai UAE- 2014 to 2015

Position: Waiter/Barista

>Prepares Coffee,Juices and handles sections (6-10 tables)

>Answering and taking orders in the phone.

>preparing the food packaging for deliveries.

>Section cashier and doing credit card machine transactions.

>Making sure Customer Satisfaction is attained.

Shakespeare and Co. Dubai UAE- 2011 to 2014

Position: Captain Waiter

>In Charge of the staff daily assignments and designations.

>Ensuring all staffs are functioning well that results to smooth operation.

>In Charge of preparing the petty cash and credit machines, checking the X & Z reports before and after the duty.

>Solving Minor problems when the supervisor or manager is not present.

SM Rosales Shopping Centre Phil. 2010 to 2011

Position: Sales and Merchandising

>Checking the presentation and full phasing of the product applying the First In First Out manner.

>Checking the accurate price and expiries of the products.

>Making accurate product ordering and Check list from Storage room up to the Shelves.

>Making or Suggesting plans and strategies ahead of time that helps the promotion and sales of the product.