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| C:\Users\WELCOME\Desktop\WhatsApp Image 2018-07-12 at 6.30.29 PM.jpgadela[Adela.382292@2freemail.com](mailto:Adela.382292@2freemail.com)0566941272ADRESS: oud metha dubai  |  | | --- | | Objective To be part of a dynamic team that opens a challenging environment that builds up a career with an exciting world of fashion where I would be able to develop more of myself, my knowledge & skills in order to achieve a successful business result. | | Skills  * Good Marketing strategies * Efficient Planning * Strong Team Work * Knowledge on Microsoft Excel, Word  personal dATA Nationality : Philippines  Gender : Female  Marital Status : Single  Date Of Birth: 08/09/1981 | | |  | | --- | | work experiencemoshi - momo sushiBRANCH MANAGEROct. 2015 – Present  * STAFF TRAINING (good customer service “Front liners & call center associates” / basic physical & food hygiene / food safety) * STAFF POSITIONING (the ability to determine the capacity & capability of each team Member) * STAFF SCHEDULING (identifying day & time based on business requirements) * INVENTORY (monitoring stocks on hand/variance, and cost controlling) * HEAD OF CUSTOMER SERVICE (handling complaints with positive solution by applying L.A.S.T. ) * DELIVERY MANAGEMENT (monitoring speed & accuracy in assigning drivers with clear location) * CALL CENTER MANAGEMENT (understanding the needs of guest through phone calls & giving them a satisfying assistance) * PETTY CASH HANDLING (responsible for cash purchase/driver change with daily reports & breakdown) * OPERATIONAL TOOLS (strictly applying & understanding operational manual that can help monitoring a safe & high standard daily operation)   **HUEYUE TRADING (SINGAPORE)** SALES EXECUTIVE2013-2015  * Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. * Sells products by establishing contact and developing relationships with prospects; recommending solutions. * Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements. * Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors. * Prepares reports by collecting, analyzing, and summarizing information. * Maintains quality service by establishing and enforcing organization standards. * Contributes to team effort by accomplishing related results as needed. | | EDUCATIONAL BACKGROUNDBACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT (JUNE 1998 – MARCH 2002)UNIVERSITY OF THE VISAYASSECONDARY LEVEL (JUNE 1994 – MARCH 1998)CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY | |  | |