**LAURA**

**E­‑mail** **laura.383848@2freemail.com**

**Dubai – U.A.E.**

**CAREER OBJECTIVE**

To work in a challenging position at a professional and dynamic organization with good career growth prospects. Given a chance, I assure to discharge the duties with sincere and hard work to the utmost satisfaction of my superiors.

**WORK EXPERIENCE**

Holiday Inn Hotel

Bur Dubai, Embassy District

**Current Job Detail:**

|  |  |  |
| --- | --- | --- |
| Position  | **:** | Outlet Cashier |
| Inclusive Dates | **:** | August, 2017 – September, 2018 |
| Company | **:** | MOBH Holding Group LLC |
| Visa Status | **:** | Immigration Visa (Immediately Join) |

**Duties and Responsibilities:**

* Received payment by cash and credit cards
* Issue an entrance tickets and receipts for entrance deposit
* Establish or identify prices of goods services or admission, and tabulate bills using the POS or Micros System
* Preparing weekly duty roaster and preparing monthly attendance
* Handling important documents and files for the outlet.
* Answer telephone calls regarding reservation, menu question and business information

**WORK EXPERIENCE**

Moscow Hotel

Deira Dubai UAE

 **Job Detail**

|  |  |  |
| --- | --- | --- |
|  Position  |  | Outlet Cashier |
|  Inclusive Dates |  | June 14, 2014 – July 15, 2017 |
| Company |  |  Byblos Group of Company |

**Duties and Responsibilities:**

* Received payment by cash and credit cards
* Issue an entrance tickets and receipts for entrance deposit
* Establish or identify prices of goods services or admission, and tabulate bills using the POS or Micros System
* Compute and record totals of transaction and prepare shift sales report
* Report to the duty night auditor if there’s any equipment malfunction or money problems/discrepancies.

**WORK EXPERIENCE**

La Gaufrette Cafe

Deira Dubai UAE

**Job Detail:**

|  |  |  |
| --- | --- | --- |
|  Position  |  | Cashier / Waitress |
|  Inclusive Dates |  | October 12, 2003 – March 19, 2010 |
| Company |  | Capitol Hotel Group of Company |

**Duties and Responsibilities:**

* Received payment by cash and credit cards
* Establish or identify prices of goods services or admission, and tabulate bills using the POS
* Answer telephone calls regarding take away orders
* Delivers 100% total customer or guest satisfaction
* Delivers quality service, cleanliness and value to impress a customer or a guest at the given period of time.

**WORK EXPERIENCE**

Bench - Sales Representative cum cashier

May 2010 – July 2011

Tarlac Philippines

**Duties and Responsibilities:**

* Greet customer entering the store
* Arranged the stock
* Maintain cleanliness of the store
* Suggest needed sales add-on items, participate in retail store and commercial sales activities to achieve sales goals
* Operate computer/cash register to initiate and complete sales transactions
* Maintain the facility, inventory, property and customer service levels to management standard

**WORK EXPERIENCE**

Department of Education (DepEd) - Clerk cum Admin Assistant

August 2011 – April 2014

Tarlac Philippines

**Duties and Responsibilities:**

* Prepares Check and Deposit Slip
* Upon Receipt of Cash/Check Collections, issue Official Receipt to the Payor
* Deposit collections to the Government Depository Bank
* Prepares list of collections for the Bureau of Treasury Account
* Records Official Receipt to the Cash Receipts Record
* Prepares Report of Collections and Deposits

|  |  |  |
| --- | --- | --- |
|  |  |  |

Special Skills:

Basic Knowledge of Computer (MS word, Excel, email and social network)

Interpersonal Skills

Good Communication

**EDUCATIONAL ATTAINMENT**

Tertiary : **Interworld College of Science &Technology Foundation**

 (*Hotel and Restaurant Management*)

 Tarlac City, Philippines

 1997 -1999

Secondary : **Osias Colleges**

 Tarlac City, Philippines

 1993-1997

Primary : **AlvindiaAguso Elementary School**

 Tarlac City, Philippines 1987-1993

**PERSONAL DATA**

Date of Birth : August 10, 1980

Civil Status : Married

Nationality : Filipino

Language Proficiency : English, Tagalog, and basic knowledge of Arabic

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

C.V of Laura T. Lopez.3