

**Dime**

**Email Address:** [**dime.384997@2freemail.com**](mailto:dime.384997@2freemail.com)

**Objectives**: To broaden my knowledge within stimulating and challenging work for a progressive organization and enhance my working capabilities.

**PERSONAL PARTICULARS:**

Date of Birth: 06 March 1990

Gender: Female

Nationality: Filipino

Marital Status: Single

Language Spoken: Tagalog, English

Visa Status: Tourist visa (90 days)

**Summary of Skills:**

* Excellence in MS Word, Excel, Outlook, Web Surfing
* Communication and People skills.
* Ability to Prioritize Work and Meet deadlines.
* High level of Initiative and Capacity to work under pressure
* Ability to Multi-Tasking and well Organized
* Flexible and Eager to learn and Goal-oriented.
* Ability to Deal with Large transaction volumes.
* Time Management.

**EDUCATIONAL ATTAINMENT:**

Colegio Del Sagrado Corazon De Jesus- Philippines (June 2007 – March 2012)

(Bachelor of Science and Hospitality Management)

**ON THE JOB TRAINING/SEMINARS ATTENDED**

Seminar on the Art of Mixology Emillion Function Center (March 2009)

Seminar on Bar Service Management Emillion Function Center (September 2009

**Work Experience**

**Hostess cum Cashier (February 2014 – February 2016)**

**Bamboo Chinese Garden Restaurant**

**Mankhool Bur Dubai, UAE**

* Responsible for accurately receiving customer orders.
* Liable for ordering, stoking and maintaining inventory.
* Accountable for balancing all cash flow for a restaurants operation.
* Assisted owner in starting second restaurant.

**Sales Representative (Jan 2009 – May 2009)**

**Mossimo Brand**

**SM City – (Philippines)**

* Acquired and retained customers for client companies.
* Used various marketing techniques to bring suppliers and customers together.

**Waitress/Cashier (February 2010)**

**Jollibee Sm Delgado – (Philippines)**

* Effectively work with a diverse team approximately 50 associates.
* Won several different sales contest, both group and individual.
* Was recognized on Jollibee SM City Iloilo for excellent personable and professional service.