**Position Desired:**

Sales Assistant / Cashier / Service Crew / Receptionist

**ARNEL**

*Mobile #: +971504753686*

*Email Add:* [arnel-399700@2freemail.com](mailto:arnel-399700@2freemail.com)

Visa Status: Working Visa

**CAREER OBJECTIVE**

To join an institution whose environment and people will mold and make full of my knowledge, skills and abilities as well as to provide me an array of opportunities that may constitute my personal and professional growth and also to have a continuous learning.

**SKILLS AND QUALIFICATIONS**

* Computer Literate (Microsoft Word, Excel, Power Point)
* Good Communication Skills
* Passionate and organizationally committed.
* Self-motivated, goal oriented and hardworking.
* Have a good physical and mental condition.
* Able to work under pressure with not much supervision
* Skilled in Interpersonal and Intrapersonal Communication

**EDUCATIONAL BACKGROUND**

TERTIARY

February 2019 – March 2019 Filipino Institute Hamdan Campus Batch 14

Reception and Office Management Level 1

June 2000 – September 2000 Central Luzon State University

General Natividad, Nueva Ecija, Philippines

BS in Hotel and Restaurant Management

SECONDARY

2005 – 2009 Mataas na Kahoy High School

General Natividad, Nueva Ecija, Philippines

PRIMARY

1989 – 2005 Mataas na Kahoy Elementay School

General Natividad, Nueva Ecija, Philippines

**WORK EXPERIENCE**

October 30, to current to present **in Dubai**

* Kitchen Steward
* Commis

February 25, 2015 to September 2019 **NATIONAL CORPORATION FOR TOURISM AND HOTEL**

Office Boy/ Messenger

UAE, ABU DHABI

* Retrieve and inspect all incoming items and reconciles all purchase.
* Manage all documents with purchase order reports and other correspondence.
* Arrange all documents and retrieve files for the employees.
* Assist the associate staff or other management staff in doing their responsibilities.
* Provide details in phone calls, and office visitors.
* Dealing with inquiries or needs from visitors and co-worker
* Inventory all items in the pantry.
* Good Communication Skills
* Well presented.

October 8, 2004 – December 30, 2013 **AL-KHAYYAM GROUP**

Cashier, Senior Waiter, Receptionist, Coffee Maker, Juice Maker, Sandwich Maker

DOHA, QATAR

* In-charge of recording and making reports concerning of daily sales.
* Knowledge of effective communicating skills in order to handle customer’s concerned, request or complaints.
* Skills in operating cash register.
* Ability to count currency and make changes accurately
* Assist well customer needs with the smile.
* Knowledge in preparing all kinds of coffee, tea, juices, sweets, sandwich and salads.
* Ability to prepare big parties.
* Receive phone calls and orders.
* Provide extraordinary service.

October 2000 – September 2003 **AROCENA RESTAURANT AND CATERING**

Cashier, Waiter, Receptionist

Cabanatuan City, Nueva Ecija, Philippines

* Welcome VIP’s guest.
* Provide high standard service.
* Attend on guest needs.
* Assist on their way.
* Always smart and flexible.

**PERSONAL DATA**

NAME : ARNEL

BIRTHPLACE : Cabanatuan City, Nueva Ecija, Philippines

BIRTHDATE : September 7, 1982

AGE : 38 years old

GENDER : Male

STATUS : Married

RELIGION : Roman Catholic

NATIONALITY : Filipino

To whom it may concern,

Good day!

In view of my desire to join the working staff of your company, I am herein applying for any vacant position.

I am ARNEL, 36 years old, married. I obtained my tertiary level from Central Luzon State University of General, Natividad, Nueva Ecija, Philippines, as Hotel and Restaurant Management for one semester.

I have acquainted myself with a range of skills that will allow me to blend in your company. My ability to perform my duties and responsibilities as an employee in a friendly and courteous manner will surely contribute to the positive image of your company.

Please see attached resume with additional information about my qualifications and experience. If you need to contact me, please call me on my cell phone number *+971504753686*

Thank you in advance for considering my credentials. I look forward to meet you.

Sincerely yours,

**ARNEL**

Applicant