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Mark

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**Career Objective**

To secure a position in a professional work environment that gives an opportunity to grow and will enable me to apply my knowledge and skills effectively and efficiently for the company’s success.

Career History:

**1. Salesman/Supervisor**

Matrivino General Merchandiser - Philippines

**Oil Refinery**

**December 10, 2015 - January 15, 2016**

**2. Customer Service Associates / Salesperson**

Boutique 99 Perfume - Dubai UAE

**October 28, 2013 to November 26, 2015**

***Duties:***

* Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
* Assisting customers with questions, needs and purchases.
* Cultivating successful relationships with retail customers.
* Completing each transaction in a quick and efficient manner.
* Cleaning shelves, counters, and tables.
* Greeting each customer that comes into the store in a warm manner.
* Identifying customer requirements.
* Preparing merchandise for display.
* Assisting customers with purchase decisions.
* Assisting in physical inventory counts.
* Implementing all visual merchandising standards.
* Setting up merchandise on the sales floor.
* Making sure that customers receive receipts on all purchases.
* Helping customers try on or fit merchandise.
* Watching out for loss prevention through leakage and theft.

**3. Lifeguard / Receptionst**

Carlton Tower Hotel 4\* - Dubai UAE

**April 08, 2012 up to September 19, 2013**

**4. Lifeguard / Rescuer**

Golden Tulip Ras Al Khaimah 5\*-

**October 04, 2011 up to present**

**5. Lifeguard / Health Club Officer in Charge**

Emirates Concorde Hotel & Residence 4\*

**Deira Dubai, U.A.E**

**June 2008 up to September 2011**

***Duties:***

* Train staffs according to set departmental standards and policies and procedures and informs superior on performance.
* Supervise assigned areas of the day to day operation of the health club.
* Inspects relevant areas and supervises the activities to fitness Coordinator and masseurs in order to increase the satisfaction of the guest.
* Enforces guest satisfaction through high staff morale and impeccable service
* Performs related duties and special projects as assigned.
* Reports unusual behaviors/activities in all areas of health club
* Keeps daily log book and enters relevant information in hand-over log for the next shift
* Offers assistance and helps all the guests and the health club staff too
* Reports and hands over lost and found.
* Attends health club meetings and trainings and acts on special events.

**6. Lifeguard / Health Club Attendant**

Emirates Concorde Hotel & Residence 4\*

**Deira, Dubai, U.A.E.**

**July 2007 to June 2008**

***Duties*:**

* Preventinginjuriesbyminimizingoreliminatinghazardoussituations **or** behaviors**.**
* Enforcing facility rules and regulations and educating patrons about them.
* Recognizing and responding quickly and effectively to all emergencies.
* Administering first aid and cardiopulmonary resuscitation (CPR) or using automated

 brillator (AED) in an emergency.

* Informing other lifeguards, facility staff and management when more help or equipment

 is needed

**7. Emirates Concorde Hotel and Residence 4\***

**Deira Dubai, UAE**

**January 2006 - June 2007**

***Duties*:**

* Maintain the cleanliness and orderliness of the kitchen.
* Assist in the kitchen in food preparation.
* Store food in designated areas.
* Check and prepare the ingredients needed to cook.

**8. Kitchen Helper(Trainee)-Main Kitchen**

Le Meridien Hotel

**Al Garhoud Dubai UAE**

**November – December 2005**

**9. Salesman/Customer Service Representative**

S.M (Shoe mart)

**Batangas City, Philippines**

**January 10, 2003 – September 30, 2005**

***Duties:***

* Respond promptly to customer inquiries
* Handle and resolve customer complaint
* Perform customer verification
* Process orders, form, application request
* Provide detailed information on services and products to customers
* Recommend service and product options to meet customer needs
* Demonstrate product if needed
* Direct request and unsolved issue to the designated source
* Follow-up customer service.

**10. Service Crew - Kitchen Department**

Jollibee Food Corporation

**Batangas City, Philippines**

**July 2003 – December 2004**

**11.Waiter**

Batangas Country Club

**Convention Hotel Resort**

**Batangas City, Philippines**

**June 5, 2001 – December 5, 2002**

***Educational Background:***

**Lyceum of Batangas**

**Associate in Hotel and Restaurant Management**

**Batangas City, Philippines**

**1998 – 2000**

***Seminars / Trainings***

**1. Denan Aquatic Center Sports Services**

**(American Red Cross)**

**August 2010**

* Lifeguard Training
* Basic First Aid
* CPR and AED (Automated External Defibrillator)

**2. Denan Aquatic Center Sports Services**

**(American Red Cross)**

**July 2007**

* Lifeguard Training
* Basic First Aid
* CPR and AED (Automated External Defibrillator)

**3. Admiral Maritime Training Institute of the Phils. Inc.**

**2nd floor. Mezzanine, PCI Bank building Plaza, Sta. Cruz, Manila, Philippines**

**June 14 – 27, 2001**

***Basic Safety Course:***

* Personal Survival Techniques
* Fire Prevention and Fire Fighting
* Elementary First Aid
* Personal Safety and Social Responsibility

**Declaration:**

***For the best of my knowledge the information mentioned above is true.***