**Gulfjobseeker.com CV No:** **1306974**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**CAREER OBJECTIVE:**

To secure a position in a dynamic and forward looking organization that provides training and enhancement of skills and abilities towards professional and personal growth.

**SUMMARY OF QUALIFICATIONS:**

* Proficient in MS Office Package User i.e. Excel, Word, PowerPoint, Outlook.
* Personable with a positive attitude; interface effectively with patients, families and staff.
* Proficient in written and oral Filipino and English.
* Possess good interpersonal and organizational skills.
* Seeks out professional development independently by self-study.
* Reputation for excellence and high quality service to clients.
* Good eye for detail; well organized, skilled in setting priorities.
* Resourceful and self-confident; can get the job done, and do it well.
* Strong interpersonal and communication skills.
* Remain calm and work well under demanding conditions.
* Proven record of innovative and effective staff development.
* Strong commitment, vision and leadership.

**WORK EXPERIENCE:**

Greenwich Waltermart Plaridel, Bulacan June 2008 – July 2011

**KITCHEN STAFF**

* Prepare, cook and present food quickly and efficiently, meeting our standards
* Assist in keeping the kitchen clean, hygienic and tidy, at all times
* Keep up to date with current promotions, club nights and new products
* Work safely around kitchen equipment and report any maintenance issues to the manager
* Complete all appropriate company documentation and key tasks, on every shift
* Maintain personal knowledge by completing in-house training and workbooks
* Always adhere to all company policies and procedures
* Be involved and contribute at team meetings
* Carry out instructions given by the management team and head office

Ace Promotion and marketing Corporation October 7, 2011 – march 7, 2012

**SALES REPRESENTATIVE**

* Analysing past sales figures/trends to anticipate future product needs.
* Devising a merchandise plan using the above techniques.
* Relaying the merchandise plan to the buyer who, in turn, can decide on what products, styles, colours etc to purchase and from which suppliers, at what price.
* Devising a contract for the suppliers including quality control, accuracy and flexibility. This is done throughout the season.
* Allocating certain amounts of stock, to each outlet, throughout the season. Retailers are now trying to minimise stock holdings and commitment to allow for maximum flexibility.
* Once the products are all distributed and put on sale, the Merchandiser can monitor stock movement, consider markdowns, inter-branch transfers, promotions or clear outs etc.

Pandayan Bookshop Baliuag, Bulacan November 2012 – March 2013

**CASHIER/CUSTOMER SERVICE REPRESENTATIVE**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

**EDUCATIONAL BACKGROUND**

Tertiary- Asian Institute of Science and Technology Baliuag

Hotel and Restaurant Management (2yrs course) undergraduate

Technical Education and Skills Development Authority (TESDA)

Housekeeping

**SYMPOSIUM/SEMINARS/TRAININGS ATTENDED**

* Food Safety Crew Certification Program January 27 2011
* Stay Learn and Catch the Waves Program (Front Office Operations) January 17, 2009
* Seminar Workshop on Flairing August 22, 2009

**PERSONAL DATA**

**Gender :** Male **Civil Status :** Single

**Date of Birth :** Aug. 01, 1988 **Nationality** : Filipino

**Religion** : Christian **Language Spoken** : English/ Tagalog