

**EVANGELINE**

**Email:** Evangeline.336700@2freemail.com

**POSITION DESIRED:**

*STORE MANAGER/ RECEPTIONIST/CASHIER/PRE-SCHOOL-ASSISTANT/SALES*

**OBJECTIVE**

*To work in a responsible and challenging position of a professional organi-*

*zation where I can utilize my professional skills, knowledge and my entire*

 *personality for the betterment of the organizational and implement better*

*ways and means to achieve the organization goal and objective*

**WORK EXPERIENCE**

**STORE MANAGER:**  *Dubai Health Care, Subway Restaurant*

 *July 2012-November 2016*

***Functions:***

* *take responsibility for the business performance of the restaurant;*

*analyse and plan restaurant sales levels and profitability;*

* *organise marketing activities, such as promotional events*

**SKILLS**

*and discount schemes;*

* *prepare reports at the end of the shift/week, including staff control,*

*food control and sales;*

* *Microsoft office application (outlook, word excel, power point), internet, and*

*e-mail*

* *Capabilities for office support and administration*
* *Dedicated to process improvement*
* *Customer Service Oriented*
* *Communication.*
* *Teamwork.*
* *Problem solving.*
* *Initiative and enterprise.*
* *Planning and organising.*
* *Self-management.*
* *Learning.*
* *Technology.*
* *create and execute plans for department sales, profit and staff development;*
* *set budgets or agree them with senior management;*
* *plan and coordinate menus;*
* *coordinate the operation of the restaurant during scheduled shifts;*
* *recruit, train, manage and motivate staff;*
* *respond to customer queries and complaints;*
* *maintain high standards of quality control, hygiene, and health and safety;*
* *check stock levels, order supplies and prepare cash drawers and petty cash.*

**RECEPTIONIST:**  *Catering Service, Abu Dhabi*

 *June-July 2012*

***Functions:***

* *Serve visitors by greeting, welcoming, directing and announcing them*

*appropriately*

* *Answer, screen and forward any incoming phone calls while providing*

*basic information when needed*

* *Receive and sort daily mail/deliveries/couriers*
* *Maintain security by following procedures and controlling access*

 *(monitor logbook, issue visitor badges)*

* *Update appointment calendars and schedule meetings/appointments*
* *Perform other clerical receptionist duties such as filing, photocopying,*

 *collating, faxing etc.*

**CASHIER:** *Ystilo Fashion Store Pampanga*

 *January-March 2012*

*Functions:*

* *Count money at the beginning and ending of each shift*
* *Process exchanges and refunds*
* *Ensure that all checkout counters have enough cash*
* *Process credit card and check payments*
* *Weigh items and determine prices of the same*
* *Issue trading stamps and gift cards*
* *Perform the duties of customer service representative when required*
* *Maintain periodic sales reports and spreadsheets*

**PRE SCHOOL TEACHER:** *Emmanuel Bestow Academy*

 *Madapdap, Mabalacat, Pampanga*

 *June 1999- April 2011*

*Functions:*

* *Oversee other teaching staff, organizing worker and volunteers,*
* *Documenting the growth report and behavioural reports of children.*
* *Planning and carrying out the everyday activities of the preschool programs.*
* *Individualize the children development and make them eligible for upper grades.*
* *Implementing the required day care activities among the preschool children for achieving the core curriculum in a comfy and secure environment.*
* *Coordinating with the assistant teacher and conduct weekly discussion for further improvisation and present evaluation.*
* *Taking care of class room environment with due security measures and ask coordinator when required.*

**QUALIFICATIONS:**

 **COLLEGE:** COURSE UNDERGARDUATE (1991)

BS COMMERCE MAJOR IN ACCOUNTING

UNIVERSITY OF NUEVA CACERES,

NAGA CITY, PHILIPINES

 DIPLOMA FOR MANAGER COURSE (2014)

OPERATION OF A SUBWAY RESTAURANT

AL-HAMAR GULF EST.

TSI QUALITY SERVICE(2013)

MENU SAFE MANAGEMENT

AL HAMAR GULF EST

MSD 2013-UAE-0126

TSI QUALITY SERVICE(2013)

PERSON IN CHARGE LEVEL 3

AL-HAMAR GULF EST

 TSI-QS-PIC PL302965

TRAININGS: CHED PRE-SCHOOL SPECIALIZATION