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| C:\Users\WELCOME\Desktop\WhatsApp Image 2018-07-12 at 6.30.29 PM.jpgadela  Adela.382292@2freemail.com 0566941272ADRESS: oud metha dubai

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| ObjectiveTo be part of a dynamic team that opens a challenging environment that builds up a career with an exciting world of fashion where I would be able to develop more of myself, my knowledge & skills in order to achieve a successful business result.  |
| Skills* Good Marketing strategies
* Efficient Planning
* Strong Team Work
* Knowledge on Microsoft Excel, Word

personal dATANationality : Philippines Gender : Female Marital Status : Single Date Of Birth: 08/09/1981 |

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| work experiencemoshi - momo sushi BRANCH MANAGER Oct. 2015 – Present* STAFF TRAINING (good customer service “Front liners & call center associates” / basic physical & food hygiene / food safety)
* STAFF POSITIONING (the ability to determine the capacity & capability of each team Member)
* STAFF SCHEDULING (identifying day & time based on business requirements)
* INVENTORY (monitoring stocks on hand/variance, and cost controlling)
* HEAD OF CUSTOMER SERVICE (handling complaints with positive solution by applying L.A.S.T. )
* DELIVERY MANAGEMENT (monitoring speed & accuracy in assigning drivers with clear location)
* CALL CENTER MANAGEMENT (understanding the needs of guest through phone calls & giving them a satisfying assistance)
* PETTY CASH HANDLING (responsible for cash purchase/driver change with daily reports & breakdown)
* OPERATIONAL TOOLS (strictly applying & understanding operational manual that can help monitoring a safe & high standard daily operation)

**HUEYUE TRADING (SINGAPORE)** SALES EXECUTIVE 2013-2015* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.
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| EDUCATIONAL BACKGROUNDBACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT (JUNE 1998 – MARCH 2002)UNIVERSITY OF THE VISAYAS SECONDARY LEVEL (JUNE 1994 – MARCH 1998)CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY |
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