**

*Donah Agsalona Aprosta*

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***Objectives:***

To apply for any position suitable for my qualification and be able to contribute good productivity and quality service for the company with the best of my knowledge and to continue to enhance my career growth.

***Work Experience***

**Support Staff ARCADIA PREPARATORY SCHOOL**

***Jumeirah Village Triangle, United Arab Emirates***

***August 6, 2018 April 13, 2020***

***Duties and Responsibilities:***

* + **Collecting children from selected locations and helping them in getting in and out of the bus**
  + **Ensuring children are behaving decently in the bus during transportation**
  + **Maintained cleanliness inside and outside of the bus and performed minor maintenance work**
  + **Communicated with parents and school teachers and provided children's needs**

**Bus Attendant GEMS WELLINGTON PRIMARYSCHOOL**

**Finacial Center Dubai. U.A.E**

**February 26, 2016 – June 25, 2018**

**Duties and Responsibilities**

* **Ensure that student are picked up and dropped off at the designated points agreed upon school and home**
* **Handle children carefully, and maintain safety and discipline on the bus**
* **Help children to cross roads, where required**
* **Communicate with parents politely**
* **Report any misbehavior of the student to the customer care executive**
* **Clean the Bus after every trip**
* **Take daily attendance of students and give report to the Foreman**
* **Physically check the bus after every trip to be sure that no child is left behind**

**Waitress DHOW PALACE HOTEL (FIVE STAR HOTEL)**

*Mankhool Road, Dubai, United Arab Emirates*

*April 2006 – December 2015*

**Duties and Responsibilities:**

* + **Greet and welcoming guest**
  + **Taking orders for food and drinks and delivering them to the kitchen**
  + **Collecting payments from guest**
  + **Cleaning tables after guest have finished their meals**
  + **Stocking work stations with silverware, napkins, and other supplies**
  + **Preparing tables for meals**

***Educational Background:***

**Vocational Associate in Hotel and Restaurant Management**

*Southern Mindanao, Philippines*

*2000 - 2002*

**Secondary Bambad National High School**

*Isulan Sultan Kudarat, Philippines*

*1998 - 1999*

***Personal Information:***

Nationality : Filipino

Date of Birth : July 10, 1982

Place of Birth : Isulan Sultan Kudarat, Philippines

Gender : Female

Marital Status : Single

Religion : Roman Catholic

Languages : English and Filipino

Visa Status : Employment Visa

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**Donah AGSALONA Aprosta**