

## **GINA PABUNA RAMOS**

Al Thani Building Deira Dubai  
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To seek a position in your dynamic company to  
Share my experience and professional skills with a  
Greater responsibilities and challenges for a long  
term career in a reputable organization.

### **Strength**

- . Dedicated-Hardworking-Fast Learner
- . Ability to work efficiently under any pressure
- . Strong attention to details along w/ excellent organizational
- . Administration & Coordination skill
- . Communication & Interpersonal Skill
- . Can work independently or within a team
- . Commitment to Service Excellence
- . Positive attitude with a minimum need of supervision

## **WORK EXPERIENCES**

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House of Carpets & Antiques “ Treasure Palace Trading “

Jumeirah – 2 Dubai

RECEPTIONIST

December 2019 to March 2020

### **Responsibilitie:**

- Greet all tourist guest and welcoming in our shop “ Art Gallery “
- Following phone calls to the Driver and Guide to send their tourist passenger
- Requesting fill up the forms to the incoming drivers and guides and giving them entries and commissions
- Operate office machines such as photocopies and scanners.
- Handling cash and cards payments
- Encoding and filling of goods purchase of showroom

## **Landmark Investment Retail ( Max Fashion ) Dubai, UAE**

### **Sales Associate cum Head Cashier**

**April 2011 to September 2019**

#### **Responsibilities:**

- Responds to product inquiries with the customer
- Ensure to deliver quality customer service at all times
- Make sure that cash on hand are tallied against receipt end of the day
- Prepares daily sales report and recommendation if necessary
- Attends to customer inquiries about fashion related concern latest product and fashion styles

SM Manila ( Department Store Philippines )

Sales Associate Cashier

September 2009 to December 2010

#### **Responsibilities:**

- Greet customer warmly and ascertain problem or reason for calling
- Assist with placement of order, refund, or exchange
- Inform customer of deals and promotion
- Receive payment by cash, check, or change due to customers

Receptionist / Office Encoder / Chef Assistant

Manila Peninsula

June 2001 to June 2002

#### **Responsibilities:**

- Greet the guest and welcome to the Hotel
- Answering the incoming calls and get the information to the guest
- Get the reservation for the guest or getting for a booking in the guest
- Operate office machines, such as photocopies and scanners, facsimile machine, voice mail systems and personal computers
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- Provided support for the head chef of a restaurant
- Include managing inventory, ensuring that the kitchen meets food safety and cleanliness standards
- Helping kitchen staff with food preparation

## EDUCATIONAL BACKGROUND

**College :** Lyceum North Western University  
Bachelor of Science in Tourism  
Hotel Restaurant and Management  
June 1998 to April 2001

**Secondary :** San Jacinto National High School Philippines  
June 1994 to March 1998

## Computer Skills

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- Microsoft Office ( Word, Excel, Power Point )
- Internet Navigation, Outlook & E-mail

## Personal Details

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Date of Birth : June 2,1981

Nationality : Filipino

Marital Status : Separated

Visa Status : Transferable

**Gina P Ramos**

Applicant

