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EXPERIENCE

DECEMBER 2019 – PRESENT

MOTOR CITY, DUBAI UAE

BOH/KITCHEN CREW, MALAK AL TAWOUK RESTAURANT

- Basic food preparation
- Meal presentation
- Stock kitchen and storeroom
- Cleaning duties
- Kitchen set up and breakdown

MARCH 2019 – SEPTEMBER 2019

MAKATI, PHILIPPINES

FRONT OFFICE RECEPTIONIST, KAHUNA HOTEL CAFÉ AND RESTAURANT

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs
- Take up other duties as assigned (travel arrangements, schedules etc.)

APRIL 2018 – FEBRUARY 2019

QUEZON CITY, PHILIPPINES

CASHIER/SERVICE ASSISTANT, DUNKIN DONUT FOOD CORPORATION

- Greeting guests upon arrival and making them feel welcomed.
- Processing orders and payments.
- Processing meal and beverages requests.

MAY 2017 - FEBRUARY 2018
QUEZON CITY, PHILIPPINES
CASHIER, GREENWICH RESTAURANT

Serves each visitors respectfully, swiftly and effectively with an honest, positive and friendly. Responsibilities also include filing orders, receiving money, and carrying out suggestive selling while managing all cash issued and receiving during shift. May need to perform smaller tasks to assist other personnel in quickly rounding up and closing the restaurant for the night.

EDUCATION

2015-2017 DATA CENTER COLLEGE OF THE PHILIPPINES,
LAOAG CITY ILOCOS NORTE PHILIPPINES
HOTEL AND RESTAURANT MANAGEMENT

SKILLS

- Customer Service Oriented
- Management skills
- Sales skill
- Proficient communication & writing skills
- Critical thinking
- Handlin pressure
- Time management
- Flexibility

ACTIVITIES

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.