

MA. PILAR M. BALINGIT
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OBJECTIVES

To be able to work in a career oriented and challenging environments that promotes personal growth and uplifts professional developments.

SKILLS SUMMARY

- Knowledgeable in all cashiering procedures.
- Four years experience in Fine Dining Restaurant.
- Two years experienced as a Secretary / Assistant Customer Relations Officer supporting two major managers and five sales engineer.
- Exceptional Computer knowledge for analysing reports in Microsoft Word, Excel & etc.
- Organized record and managed filing system containing confidential information.
- Well oriented in customer relations, good in public relations.
- Knowledgeable and well experienced in Casual Dining Restaurant.
- Well trained in handling cash sales, credit card machine and Point of Sales (POS).

EDUCATIONAL ATTAINMENT

- **Philippine Normal University**
Bachelor of Science in Secondary Education Major in Mathematics
SY 2008-2012
- **E. Rodriguez Jr. High School**
SY 2002-2006
- **Ramon Magsaysay Elementary School**
SY 1996-2002

WORKING EXPERIENCED

SAH EL NOM CAFÉ & RESTAURANT

Business Bay, Dubai UAE
Cashier / Server / Basic Barista
September 11, 2016 – November 30, 2020
Cancelled Visa – December 10, 2020

RAMEN KURODA JAPANESE RESTAURANT

Quezon City, Philippines
Food Server
June 19, 2014 – August 15, 2016

GRAND ACES VENTURES, INC.

Unit 3-4, 138-142, M.L. Quezon Ave, San Isidro, Angono, Rizal, Philippines

Secretary / Customer Relations Officer

February 2, 2012 – April 15, 2014

JOLLIBEE FOODS CORPORATION

PGH Taft, Manila, Philippines

Service Crew

July 28, 2007 – December 31, 2011

PERSONAL DATA

Age	:	31 years old
Birthdate	:	October 19, 1989
Birthplace	:	Quezon City, Philippines
Gender	:	Female
Religion	:	Christian
Status	:	Single
Citizenship	:	Filipino
Passport No.	:	EC3704861

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