

# ABLAY, EFRELYN N.

Flat 301; Al Satwa Dubai

Contact# 056-376-0511

Email add: ablaylhyn@gmail.com



**Objective** To have an experience and to obtain a position that will enable me to use my skills, educational background and ability to work well with people and be utilized to improve customer satisfaction.

## Educational Background

Tertiary : **BERNADO COLLEGE**  
Las Pinas, Metro Manila, Philippines

Course : (HRS) Hotel and Restaurant Services

## Qualification / Key Skills

- Proficient in performing routine, repetitive
- Professionalism and work ethic
- Willingness in exploring new related job ideas -
- Reliable and responsible
- Excel/ Microsoft office/PowerPoint

## Certificates

- FRONT OFFICE NCII
- HOUSE KEEPING NCII
- BREAD AND PASTRY NCII
- FOOD AND BEVERAGE NCII
- BARTENDING NCII

## Work Experience:

**MARRYBROWN BR. OF FABULOUS FOOD LLC**  
**Position: Store Crew - Cashier**

- Welcome customers as they come into the restaurant
  - o Help customers to settle down and also take their orders
  - o Process customers' orders and generate their bills
  - o Provide answers to queries presented by clients regarding services and offers made available by the restaurant
- Clean all tables after clients have left and get such tables prepared for the next set of clients
  - o Serve and pack warm foods to clients in an effective manner and in strict accordance to the orders of such clients
- Assist kitchen staff and outdoor delivery staff whenever such assistance is required
- Maintain chart of all available deals and products periodically and refresh such chart on daily basis.



Edit with WPS Office

**VIVO MOBILE TECH. INC.**  
**Position: Product Specialist**

- Welcomes customers by greeting them; offering them assistance.
  - o Directs customers by escorting them to racks and counters; suggesting items.
  - o Advises customers by providing information on products.
  - o Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
  - o Processes payments by totaling purchases; processing checks, cash, and store or other credit cards. Keeps clientele informed by notifying them of preferred customer sales and future merchandise of
  - o potential interest.
- Contributes to team effort by accomplishing related results as needed.

**MAX'S RESTAURANT**

**Position: Hostess**

- Monitored dinning room and guest flow to maximize table usage and minimize customer wait times.
- Prepared tables to customer use, including rearranging seatings and tables to accommodate large groups.
- Answered phone calls, book reservation, and resolve customer service issues.
- Assisted waiters and servers with special request and guest inquiries.
- Alerted management of potential or reported customer issues.

**Personal Data**

|                |   |                              |
|----------------|---|------------------------------|
| Date of Birth  | : | August 22, 1994              |
| Place of Birth | : | Parañaque Community Hospital |
| Age            | : | 25                           |
| Status         | : | Single                       |
| Gender         | : | Female                       |
| Nationality    | : | Filipino                     |
| Dialects       | : | English, Tagalog             |

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

  
EFRELYN ABLAY  
APPLICANT

