



Hannah Roxanne S. Demetrio

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Status: Cancelled Visa

Career Objective

To maximize my potential abilities to any field of working exposure to contribute to the development and growth of the company

Summary of Relevant Qualifications

- 1 year and 5 months relevant experience as Cost Controller/Accounting Clerk
- Proven ability in using Internet, Microsoft Applications, and Accounting System
- Goal oriented and highly motivated, responsible, very optimistic, dedicated and can work under pressure
- Can do basic Accounting Works, cashiering and Office Equipment Operations
- Speaks English fluently

Employment History Reference

Stall and Market Salesperson Cum Admin and Personal Assistant

October 2019 – June 2020

Avenue 55 Gifts

65 Jumeirah Street - Jumeirah Centre, Ground Floor, Dubai, UAE

Scope of Work:

- Provide outstanding Customer Service
- Operate a cash register operation, sales/money transactions, opening/closing procedures
- Gift wrapping packages of various sizes, shapes, and material including fabrics
- Actively listen and answer customers' queries and concerns
- Meets with customers in a sales environment to drive product sales and knowledge
- Demonstrates advanced product knowledge
- Adheres to any and all company policies and procedures
- Teams with other employees to make sure that products are available and in stores
- Generates new leads by meeting with consumers
- Follows up with any clients to make sure that they are satisfied with the product
- Assembles any and all product displays in a given market
- Finds new target markets and penetrates them to drive sales
- Discovers how to market products to new users
- Understands how to push given products to consumers based on environment and current trends
- Uses the Internet to push products to a given target market
- Works with the marketing department to develop new sales strategies and how to make them work
- Teaches other sales consultants on how to make sales to potential consumers
- Discovers target markets and advantages of other companies
- Demonstrates advanced sales knowledge for the purpose of innovative new sales techniques
- Performs other duties as requested
- Cleans the shop and display shelves daily

- Secretarial and administrative works
- Act as the point of contact between the owner and internal/external clients
- Handle purchasing and point of contact with the suppliers
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointment
- Make travel arrangements
- Source office and shop supplies
- Devise and maintain office filing system

Waitress

July 2018 – October 2019

Royal Mughal The Indian Bistro
B-GO4, Office Park Building, Dubai Internet City, Dubai, UAE

Scope of Work:

- Escort customers to their tables.
- Take customer orders.
- Present menus to customers and answer questions about menu items, making recommendations upon request.
- Communicate with customers to resolve complaints or ensure satisfaction.
- Garnish and decorate dishes in preparation for serving.
- Serve food or beverages to customers and prepare or serve specialty dishes at tables as required.
- Cashiering. Process customer bills or payments.
- Answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Clean tables or counters after customers have finished dining.
- Perform cleaning duties, such as wiping tableware, utensils and linens, sweeping and mopping floors, tidying up server station, taking out trash, or checking and cleaning bathroom.
- Fill salt, pepper and napkin containers.
- Managing incoming and outgoing supplies and products.
- Receiving deliveries from suppliers.
- Doing monthly inventory and requesting order to the suppliers.

Waitress cum Admin

March 2018 – May 2018

My Grill Signature Flavours
P5 France Cluster, International City, Dubai, UAE

Scope of Work:

- Escort customers to their tables.
- Take customer orders.
- Present menus to customers and answer questions about menu items, making recommendations upon request.
- Communicate with customers to resolve complaints or ensure satisfaction.
- Garnish and decorate dishes in preparation for serving.
- Serve food or beverages to customers and prepare or serve specialty dishes at tables as required.
- Cashiering. Process customer bills or payments.
- Answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Clean tables or counters after customers have finished dining.
- Perform cleaning duties, such as wiping tableware, utensils and linens, sweeping and mopping floors, tidying up server station, taking out trash, or checking and cleaning bathroom.
- Perform food preparation duties such as preparing salads, appetizer and cold dishes.
- Fill salt, pepper and napkin containers.
- Managing incoming and outgoing supplies and products.
- Receiving deliveries from suppliers.

Admin – Cost Controller Cum Receptionist (Food and Beverages)

July 2016 – December 2017

CP2J88 Corporation
Lifestyle District, Corrales Ext., Cagayan de Oro City

Scope of Work:

- Responsible for food and beverage delivery cost entries into the accounting system
- Estimates costs for food and beverage
- Cost Reporting of food and beverage, and other company materials and equipments
- Responsible for food and beverage purchases and negotiates for best price
- Analyzes food and beverage costs on a monthly basis and recommend alternatives to improve costs
- Assists in the monthly food and beverage inventories count and extension
- Establishes and maintains a database for food and beverage inventory stock including up-to-date pricing
- Assists the management in menu costing to establish menu item sale prices
- Replenishes petty cash and other expenses of the company
- Responsible for salary entry into the accounting system
- Responsible for releasing payments to the supplier

Teacher Assistant**June 2015 – April 2016**

City Central School – Special Education Center
Don Apolinar Velez St., Cagayan de Oro City

Scope of Work:

- Provides support to children with mathematics, reading and writing on an individual, class or small group basis
- Gives extra help to children with special needs
- Helps develop programs of learning activities and to adapt appropriate materials
- Motivates and encourages pupils
- Assists with marking and correcting work
- Attends meetings and reviews
- Helps with school events, trips and activities
- Makes Instructional Materials

Achievement

2nd Honors – Hotel, Restaurant and Tour Management
Graduation Date: April 1, 2013

Trainings**NCII Passer**

- Housekeeping & Bartending Services

Key Skills

- Internet and Microsoft Applications (Microsoft Word, Excel, Power Point)
- Excellent service in handling customer
- Smart, very flexible, patient and focus on the job assigned
- Basic Accounting and Cost Control

Personal Information**Passport No.** : P4252958B**Nationality** : Filipino**Civil Status** : Single**Gender** : Female**Date of Birth** : August 9, 1992**Age** : 28 years old**Highest Education**

Course : Hotel, Restaurant and Tour Management
 School : Asian Business Cabletown Cooperative Academy (ABCCA)
 Address : 2/F Consuelo Bldg., Corrales Ave., Cagayan de Oro City
 Years Attended : 2010 – 2013