**KIMBERLY LIPIO BELISTA **

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**OBJECTIVES**

I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

**Summary of Qualification**

* UAE Driving license holder
* Preparing reports for management
* Customer facility
* Analytical thinking
* Can learn quickly in a complex industry
* Problem solving and decision making
* Handling schedule
* Client management
* Have basic knowledge on tally 9
* Have knowledge in Maximo 7.6 on work order.
* Proficient in Microsoft office (Word, Excel, PowerPoint, Photo Draw, Outlook)

Windows 95/98/ME/2000/XP I Vista I 7 and 8 /10

**ACADEMIC BACKGROUND**

Bachelor’s in science of Accountancy (2011-2012)

Institute of Creative Technology, Philippines

Undergraduate

PERSONAL VITAE

Date of birth March 17, 1995

Marital status Single

Height 5’1”

Weight 121 lbs.

Languages spoken English, Tagalog (Filipino)

**PROFESSIONAL EXPERIENCE**

**September 4, 2018 – January 2020 (Sira Coordinator)**

**Qurum Business Group**

* Update visa EID SIRA expiry dates and inform undersigned
* Communicate with HC for medical and visa EID Renewals
* Maintain name of staff and date of training POD, Firefighting& First Aid, SIRA training records
* Prepare the schedule of training in coordination with Patrolling supervisors, Booking Fitness POD, Firefighting& First Aid.
* Typing and uploading of forms in SIRA, Safer, Police Academy
* Maintain stock of security site operational forms (current stock of each items)
* MIS filing (incident reports, toolbox talks etc.)
* Monthly attendance collection, verify the off days are correctly mentioned, obtain signature from security manager
* Help ensure payroll processes are correct.
* Arrange photos of guards whose SIRA license expiring and forward to security manager with ID number and name.
* Apply Sira License
* Apply JAFZA PASS
* Updating manpower list
* Prepare Monthly report
* Communicating with the client regarding document and follow up
* Handling client calls

**Qurum Business Group (Receptionist)**

* Serves visitors by greeting, welcoming, and directing them appropriately.
* Notifies company personnel of visitor arrival.
* Maintains security and telecommunications system.
* Informs visitors by answering or referring inquiries.
* Directs visitors by maintaining employee and department directories.
* Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
* Operates telecommunication system by following manufacturer’s instructions for house phone and console operation.
* Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
* Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.
* Telephone Skills, Verbal Communication, Listening, Professionalism, Informing Others, Handles Pressure, Supply Management.
* Booking the meeting room and arranging proper schedule.
* Prepare Daily Telephone incoming calls and Guess Daily Monitoring or Daily Visitors Report

**Qurum Business Group (FM Coordinator)**

* Maintain a computerized maintenance management system (CMMS) for tracking work orders, and maintenance history of equipment. Prepare monthly Maintenance reports.
* Manages a team of outsourced maintenance contractors and ensures that maintenance contractors are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost? Effective manner.
* Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc
* Monitors and reviews progress of contractual agreements, checks invoices for payment, resolves any problems that arise, performs post contract evaluations, creates and maintains procurement records, ensuring accuracy and integrity of data.
* Prepare purchase orders and purchase requisitions in order to order materials, goods and supplies, send them to the suppliers.
* Prepare invoices, work order, Proposal and quotation.
* Handling Staff attendance and assist Payroll.

**May 2018 - August 2018 (Cashier/waitress)**

**CIRCLE CAFÉ REATAURANT**

* Greeting of customers.
* Counted money in cash drawers at the beginning of shifts to ensure that amounts were correct and that there was adequate change.
* Manage cash and sales transactions in dining facilities
* Receive payment by cash, credit card and gift check
* Accept order via online like Tomato, Talabat, Uber eats, Carriage, Dashboard, make sure it will be packed according to the costumer order and comment.
* Insured to be deliver it on time to avoid complain.
* Make the daily sales report. Credit sales, discount, and cash to be collect, counting money for the next day shift and make sure petty cash should be tally.

**Waitress**

* Greeting of customers.
* Taking order, suggest and recommend appropriately
* To attend and respond to customer’s needs promptly and professionally
* While taking order we should tell them and explain the description of the food and ask whether they have allergies so that will avoid inconvenient and complain.
* Repeating the order to avoid mistake
* Punch the items according to the costumer order, comments, and request if its approved from the kitchen
* Make sure the costumer are comfortable to their table
* Served the food, bass the table when the costumer are done.
* Give the bill when they ask.
* Always say thank you and welcome.

May 2016 – April 2018 (Hr Coordinator)

SUNRISE CITY SUPERMARKET - DUBAI U.A.E.

Duties and Responsibilities:

* Assist in the full hiring process of employee includes recruitment, interviews, verifying work-history and references and tracking of new possible candidates in HRIS
* Help with new-hire procedures: including organizing employee orientation, creating new employee files, administering employee handbooks and ensuring all necessary paperwork is properly filled out and submitted to appropriate persons
* Track benefit plans including health care, retirement, Workers Comp etc.
* Make sure all health and safety regulations are followed
* Prepare materials and help organize employee performance reviews
* Execute all employee termination procedures including advising employees on their rights and any benefits they are entitled to
* Present any new or additional training materials to employees
* Help ensure payroll processes are correct.
* Foster positive employee relations and work to solve any employee issues that surface or are brought to your attention
* Make sure all employee records are filed correctly and kept confidential
* Abide by company enforced HR processes and current employment laws and regulations
* Under the lead of the HR director, be a vital source of human resources information answering any questions employees may have
* Support any other special projects the HR director needs assistance with
* Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
* Coordinate training sessions and seminars.
* Perform orientations and update records of new staff.
* Produce and submit reports on general HR activity.
* Assist with the recruitment process by identifying candidates, performing reference checks

January 2015 - April 2015 (Service Crew)

JOLLIBEE FOOD CORPORATION – PHILIPPINES

Duties and Responsibilities:

* Taking order, suggest and recommend appropriately
* To attend and respond to customer’s needs promptly and professionally
* To present the bills, collect payment and return exact change
* To perform general cleaning housekeeping, cleaning duties including sweeping, cleaning glasses and arranging other utensils.
* Any other appropriate duties and responsibilities as assigned
* Greet customers and guests as they approach the food service counter
* Take and punch orders in the computer database
* Inform customers of regular deals or daily specials
* Providing information on menu items
* Up-sell products by providing auxiliary food items information
* Operate cash register and take payments
* Process credit card payments
* Accurately count change before returning to the customer
* Clean counters and work areas
* Stock work areas with ketchup, sauces, napkins and paper plates
* Relay customers’ orders to the kitchen and help prepare the order
* Pack customers’ orders and hand them to the customer
* Bid customers with a farewell greeting
* Receive inventory and move food products to designated areas
* Transfer supplies between storage areas and the kitchen
* Ensure that all food wrapping procedures

February 2014 - July 2014 (Cashier)

SM CITY SAVEMORE SUPERMARKET – PHILIPPINES

Duties and Responsibilities:

* Issued receipts, refunds, credits, or change outstanding to customers
* Established and categorized prices of goods by means of cash registers, oropticalprice scanners
* Resolved customer complaints if required
* Calculated money in cash drawers at the beginning and the ending of shifts to make sure that amounts is accurate and that there is sufficient change
* Welcomed customers entering in grocery store
* Maintained spotless and arranged checkout areas of grocery store
* Weighed items sold to verify prices
* Assisted customers with purchases, information and product selection
* Stocked grocery shelves.

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

KIMBERLY BELISTA

Applicant