

ELLAMAE MACARO DARO

Address: Al-Satwa Dubai

Contact #: 0502024036

Email address: ellamaedaro@gmail.com



Objective: To enhance my professional skills in a dynamic and fast paced workplace and most especially to secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

WORK EXPERIENCED:

Customer Service Representative - Circle K (June 25, 2019 to July 2020)

- Ability to use positive language
- Knowledge of the product, Monitoring items (FIFO)
- Create and maintain daily reports, invoices and orders
- Can handle incoming calls or inquiries from prospective Customer or client
- Knowledge with Microsoft Office including Outlook, Word, and Excel
- Well-versed in performing credit, debit, gift card, and cash transactions
- Ability to multitask in a fast-paced environment
- Excellent customer service skills
- Knowledge in making coffees

Accounts Support / Online Platform In-charge - Circle K (Sept 2020 to Present)

- Checking the daily sales report of each store.
- Prepares and document total sales of all stores for any mode of Payment, Tax, and Customer Count for the record of the company.
- Monitoring the daily cash deposit of all the stores.
- Analyzes inventory reports and cross references figures to calculate item cost and to identify potential variances.
- Coordinated with Purchasing to review and verify record keeping and accuracy of invoices, delivery receipts, request for other relevant documents.
- Reconciling the report in our system with the reports of the online platform (Talabat, Deliveroo, Careem, Zomato)
- Updating the Price, Menu, and Promotion in the Online Platform.

Cashier – Puregold Las Piñas (June 16, 2017 to March 31,2019)

- Follow established cashing procedures and policies
- Answer phone calls in a professional manner
- Basic math skills
- Ability to identify and sell products based on consumer needs
- Ability to work little or no supervision
- Team player who can work well with various personalities

SKILLS & ABILITIES:

- Good Communication Skills, Immense Patience
- Maintain Honest and Trustworthy
- Having a Friendly and Engaging Personality, Reliable
- Time keeping and Attendance
- Respectful Attitude
- Able to Work as a Team

EDUCATIONAL BACKGROUND:

Primary: Talon Uno, Elementary School

S.Y (2009- 2010)

Secondary: Rizal Experimental Station in Pilot School of Cottage Industries (RESPSCI)

S.Y (2014- 2015)

Tertiary: Montessori Professional College of Asia Diploma of Science in Hotel and Restaurant service S.Y (2015-2017)

PERSONAL INFORMATION:

Age: 21 years old

Gender: Female

Height: 5`1

Weight: 50 kg

Place of Birth: Las Pinas City

Date of Birth: April 28, 1999

Language Dialect: Filipino and English

Citizenship: Filipino

Civil Status: Single

Religion: Roman Catholic

Visa status: Employment Visa

ACHIEVEMENT & SEMINAR:

- NATIONAL CERTIFICATE II

Bread & Pastry Production NC II (September 25, 2016)

Housekeeping NC II (February 13, 2016)

Food & Beverage Production NC II (May 30, 2016)

Bartending NC II (October 07, 2016)

Cookery NC II

- SEMINAR :

Career Orientation Seminar and Actual Nihonggo Demonstration (September 17, 2016)

- Graduate with **SILVER AWARDEE** in college

ON THE JOB TRAINING:**BAYLEAF HOTEL CAVITE**

Governors drive, Brgy, Manggahan. General Trias Cavite

Housekeeping Department **(400 Hours)**

Cavite Number: +63(46) 435 5000

I hereby certify that the above Information is true and correct



ELLAMAE MACARO DARO

Applicant Signature

