



OBJECTIVE

✓ To work beyond my abilities with proper mindset to secure my career path and to develop my knowledge, skills and learned more while making a significant contribution for continuesly growth and success of the company.

PERSONAL DETAILS

Nationality : Filipino
Status : Single
Long Term Experience : 2 Years Worked at UAE - END OF CONTRACT

EXPERIENCE

TURK BAHARATI SHOP - AL SHANASIYA, SHARJAH - UAE March
QUALITY ASSURANCE/ CHECKER/ SALES STAFF 19,2019 -
> Presenting, Selling, Assessing needs and implementing solutions in collaboration with clients complained, June 12,2021
Receiving payments, Answering phone calls, Remittance of total cash.
> Requesting and Receiving items, inventory, Inspection of barcode, Quality, Shelf life, Total quantity of entire items.

THE CARMEN HOTEL - NAGA CITY, CAMARINES SUR - PHILIPPINES July 2018 -
SECRETARY/RECEPTIONIST January 2019
> Answering phone calls, Greetings of clients/guest, Registered and Scheduling of Appointments, Typing of Documents, Filing of Documents, Ensure the completion of paperworks and supplies, Maintaining the cleanliness of front desk.

DESIGN GARMENTS - Robinsons Naga City -PHILPPINES March 2018 -
CONSIGNOR SALES CUNSLTANT June 2018
> Receiving of delivered items, Monitoring and checked the quality, size, quantity, and color/designed.
> Sorting and displaying of items, Maintaining cleanliness of items from stock room to display area.
> Assisting the guest from their needs and request items, Monitoring the total run items daily, Monitoring the price and discount items, Making file report of all items and Sending daily reports at office.

JSHOPPE PILI - SAN VICENTE PILI, CAM. SUR-PHILIPPINES June 2017 -
CLERK CASHIER (WORKING STUDENT) December 2017
> Greetings of guest, Answer the phone call from office, Entering the cash beginning, Receiving the items, Scan and checked the price from items to computer and Collecting payments.
> Monitoring and Updating the items in system, Taking action from the return items to change items, Changing and refilling of POS and ribbon, Collecting the total sales, Counting manually of total cash after work and Remittance of total amount daily.

J EMMANUEL PASTRY - HARING CANAMAN, NAGA CITY - PHILIPPINES April 2014 -
QUALITY ASSURANCE (QA) / QUALITY CONTROL (QC) / ON THE JOB TRAINING (OJT) June 2014
> Checking the proper sanitation from the staff to the condition and maintenance of each equipment, Monitoring the quality of each products to meet the final standard with following the HACCP and HALAL.
> Evaluate the reports of defects to finished product, Inventory the stocks to finished products, Receiving of supplies to finished products.

SKILLS

• Compassion and Sensitivity • Costumer Service Skills • Mental and Physical Stamina • Interpersonal Skills • Organizational Skills • Can Speak Basic Arabic Language • Computer Literate : Microsoft Word/ Microsoft Excel/ Microsoft Powerpoint

INTERESTS

Paper works/ Playing with dogs and cats/ Feeding of animals/ Planting/ Journal Research and Study/ Innovating of products/ Cooking and Baking

EDUCATION

Central Bicol State University of Agriculture (CBSUA) - SAN JOSE, PILI, CAMARINES SUR - PHILIPPINES 2012 to 2017
TERTIARY - Bachelor of Science in Food Technology
Graduated : Diploma and Authenticated with Red Ribbon

ORGANIZATION MEMBERSHIP

TREASURER - former
Mataoroc, Minalabac Camarines Sur
Zone 3, Sangguniang Kabataan
MEMBER - active
PAFT : Philippines Association of Food Technology, Inc.
Philippines

ACHIEVEMENTS & AWARDS

RECEPTIONIST CUM SECRETARY ✓BEST STAFF OF THE MONTH ✓EARLY BIRDS OF THE MONTH ✓EMPLOYEE OF THE MONTH
ON THE JOB TRANING ✓BEST OJT OF THE YEAR ✓AWARDEE AS EARLY COMPLETION OF 360hrs

LANGUAGE

Basic Arabic/ English/ Tagalog