

GERALDINE CARNACER GAMUTAN

Birth: February 8, 1990

Age: 34 years old

Address: Hilal Mutairi Street, Manara Building 23,
Salmiya Block 9, Kuwait

Status: Single

Contact Number: +965 66209928

What Sapp Number: +965 66209928

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Objective: To acquire a position in any business firm impact my skill for eventual career growth thru knowledge and ability.

SKILLS:

- MS Office/ Microsoft Excel
- Secretary
- Cooking
- Waitress
- Cashier

LANGUAGES:

Tagalog/English/Basic Arabic

WORKEXPERIENCE

Barista
CAF Café

January 3, 2022 to July 10, 2024
2 years and 5 months

- A great barista is a skilled who makes and serves beverages such as coffee, tea and specialty coffee.
- Applying customer service, Taking customer orders and payments.
- Also clean and sanitize all work areas, seating areas and equipment/tools.
- Multiple brewing devices and machines, like v60, Chemex, Turkish coffee.

Cashier/Waitress

The Kind Ones

Mangaf Branch, Kuwait

July 28, 2020 – December 29, 2021

1 year and 5 months

- Implemented new menu introduction strategies, increasing customer purchase of food by 100% on average
- Bussed table, presented menus, seated customers, and assisted waitress with drink order
- Cleaned tables and floor of dining area, ensuring that customers had a pleasant, hygiene dining experience

Seller/Cashier/Food Attendant
Mini Pancake Sweets & Pastry Company:
Gate Mall, Egaila, Kuwait

January 8, 2018 - May 2, 2020
2 years and 4 months

- Machine warm up/ Cool down.
- Check cleanliness, completeness and condition of equipment.
- Check stock specially fruits quality.
- Refill items accessible while alone
- Great and Smile if have customer and get the order.
- Prepare the order and serve.

Waitress
MAHARANI RESTAURANT
16th floor Green Tower Fahaheel, Kuwait
Indian/Chiness/Western Delicacy

September 6, 2014 –Dec. 30, 2017
3 years and 3 months

- Implemented new menu introduction strategies, increasing customer purchase of food by 100%on average
- Bussed table, presented menus, seated customers, and assisted waitress with drink order
- Cleaned tables and floor of dining area, ensuring that customers had a pleasant, hygiene dining experience

Office Clerk/Assistant Secretary
Batino Elementary School (SPED CENTER)
Brgy. Amihan, Balara Quezon City, Philippines

June 2, 2010 to August 13, 2014
4 years and 2 months

- Answer phones and greet clients warmly
- Assist in filing duties.
- Perform basic bookkeeping duties
- Complete financial records.
- Perform stenography and dictation.
- Reroute calls to appropriate people.
- Answer inquiries about school.
- Help organize office activities.
- Prepare coffee or get water for staff.
- Operate office machines, such as photocopies and scanners, facsimile machines,
- Voice mail and personal computer

Educational Attainment: 2007-2010

HRM (Hotel and Resraurant Management)
ICCTCOLLEGES Cainta
V.V. Soliven Ave. II, Cainta, Rizal, Philippines 1900

Sir/Ma'am:

Greetings of Peace!

I heard that your company needs a working, professional who particularly has knowledge in administrative work. It is my great pleasure to be part of your prestigious company for I believe that I am matures and capable enough professionally and can handle things the company needed.

In this connection, I would like to apply in any position that best suits my qualifications in your reputable company. I can guarantee your good office that I am assiduous, trustworthy and open to learning. Furthermore, I will have the opportunity to apply my theoretical knowledge in actual practice that can help the company to grow more. Please see my attached curriculum vitae for your reference.

I am looking forward for an interview at your convenience. You can reach me through my mobile number +965 66209928. My profound gratitude with your favorable consideration and approval.

Very truly yours,

Geraldine C. Gamutan
Applicant