



BEVERLY DE GALA

Home Address: Al Rashed Bldg. Rigga Dubai UAE

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Contact no.: 0545859225

Skills:

- Well experienced in Customer Services & Sales Industry
- Proficiency in all areas of Microsoft Office, including Excel, Word, & Power Point
- Excellent communication skills, both written and verbal
- Accommodating and easy to deal with different people

Employment History

Documents Controller / Secretary
Ramadan El Issawi General Contracting LLC
Dubai, U.A.E
(January 2019 - Present)

Document Controller / Secretary
Reem Capital Contracting
Dubai, U.A.E
(October 2017 – January 2019)

Duties and responsibilities:

- Reports directly to the Projects Manager
- Over all In-charge for the preparation and submission of submittals and documents (e.g. Documents transmittal, Material Submittal, Work Inspection Request, Material Inspection Request, Shop Drawings, As Built Drawings and Correspondence)
- Responsible for coordinating with all departments of the company in order to ensure that all documents are kept in the right place and right department file
- Maintaining a systematic and organized record and an easily accessible and traceable documentation system to demonstrate and provide the effective operation of the quality Management system.
- Properly recording all incoming/outgoing documents (e.g. Documents transmittal, Material Submittal, Work Inspection Request, Material Inspection Request, Shop Drawings, As Built Drawings and Correspondence) and responsible for the document reproduction and distribution to the concern departments and ensure all the hard copies of data concerning quality issues are filed the correct files are easily retrievable
- Performed other duties as assigned

Sales Promoter / Cash Desk Clerk
Nescafe Dolce Gusto
Al Bedaya General Trading
Dubai, UAE
(January 2017 – August 2017)

Duties and Responsibilities

- Controls and maintain daily stocks inventory
- Prepares weekly and monthly reports
- Arrangement of goods for display
- Receiving stocks from the production and other suppliers.
- Inspects items received

- Promoting of products that are newly introduced in the market.
- Provides superior quality service to the guest

Customer Service Crew

McDonalds

Lucena City, Philippines

(February 2014 – January 2015)

Duties and Responsibilities

- Welcome customers as they arrive at the order counter
- Take orders by punching them into the POS database and repeat orders to ensure accuracy
- Take cash or process credit cards in exchange of meals sold
- Relay orders to the kitchen so that they can be prepared immediately
- Handle preparation of fountain drinks, shakes and ice creams
- Assemble orders and pack them in a safe manner
- Ensure that condiments such as sauces and napkins are added to the packaged food items
- Assemble meals on a tray and offer the tray to the customers eating in
- Operate fry stations and grills to handle food preparation activities
- Rotate stored food items to ensure freshness
- Ensure that order and food preparation counters are clean at all times

Customer Service Crew

Jollibee Foods Corporation

Lucena City, Philippines

(September 2012 – January 2013)

Duties and Responsibilities

- Take orders from customers and present them as requested
- Process bills for the customer and also issue them receipts
- Help with outdoor delivery or with food preparation at the kitchen, depending on what is required at any particular time
- Pack foods ordered by customers and serve them in the most efficient manner
- Set the table in an orderly manner before customers show up
- Get tables cleaned once customers are through with their dining
- Provide helpful answers to queries or questions proffered by customers

Education

Manuel S. Enverga University Foundation

Bachelor of Elementary Education

(April 2016)

Personal Information

Date of Birth: 20th November 1994

Citizenship: Filipino

Language : English & Tagalo

