

THALLA BALAGBAGAN MENDOZA

📍: Al Satwa ,Dubai, UAE

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Professional Profile

Highly motivated individual with strong people skills, attention to detail, problem solving skills and a solid sales background looking to obtain a position in the company.

WORK EXPERIENCE

Cleaner

Ali Alshamsi Company

Top 2 Bottom Cleaning Company

For 6 months From June to Nov. 2020

- Perform various cleaning actions such as dusting, sweeping, vacuuming, mopping, rest room cleaning etc.
- Performing and documenting routine inspections and maintenance activities.
- Moved and arrange furniture's and other items, during cleaning process.
- Collecting and discarded all wastes materials, in a proper and careful manner.
- Build and maintained positive working relationships with staff and employees.

Studio staff

CITRUSS TV Company (Dubai Studio City)

July 2019 - December 2019

- Prepared studio for recording sessions and live performances by selecting and setting up properly all the equipment needed according to the products and its theme.
- Prepared and set up products for sales presentations, including proposals.
- Assist with promotional activities and organizing customer events
- Collaborate with colleagues in other departments, including advertising, and distribution.

Beverage Server

Leaves Hospitality, Sharjah UAE

- Greet guests as they arrive. Providing strong customer service, check on guests and ensure customer satisfaction.
- Placing beverages, cups and glasses, putting up decorations, and preparing serving stations, ensure the event is properly set up for guests.
- During the event, server serve beverages, taking orders and offering drinks and sweets to guests, making sure that there is enough drinks for everyone.
- Server collect used cups, glasses and utensils from tables and return them to the dishwashing area. They make sure that all cups, glasses and utensils are clean before use.
- In addition to maintaining cleanliness and sanitation in serving beverages, server ensure the area is clean and tidy. They clean up messes and spills during the event, wiping surfaces to keep the area presentable.

Retail Sales Staff

Robinsons Mall, Philippines

(2016-2017)

- Serve customers by helping selecting products.
- Help customers make selections by building customer confidence; offering suggestion and opinions.

- Advice customers by providing information of the products.
- Direct customers by escorting them to racks and counters; suggesting items.
- Perform other duties as assigned by superior.
- Contribute to team effort by accomplishing related results as set by the company.

Trimmer

Gameville Corporation, Philippines
(2017-2018)

Inspect garments in sewing, knitting and finishing.

- Spread garments on table and draws garments over inspection form.
- Scan garments to detect defects, like faulty seaming and incorrect sleeve or collar setting, misaligned fasteners or trim and variations in color of fabric.
- Examine fabric for misspeaks, slabs, runs, dropped stitches, holes or stains.
- Marks defects, using chalk, thread, tags, tape or pins.
- Measures garment at designated places, using tape measure or following markings on table, to define that garments conform to standard size.

Personal Details

❖ Nationality	:	Filipino
❖ Birth Date	:	03/12/1995
❖ Age	:	25 Years Old
❖ Gender	:	Female
❖ Religion	:	Roman Catholic
❖ Civil Status	:	Single
❖ Languages	:	English & Tagalog

Skills & Competencies

- ✓ MS office (Word, Excel)
- ✓ Verbal and Written Communication
- ✓ Active Listening
- ✓ Sociable
- ✓ Relationship Building
- ✓ Confidence
- ✓ Punctual

Educational Qualifications

- **BS Info Tech (undergraduate)**
Laguna State Polytechnic University
- **DS Hotel and Restaurant Services (2012-2013)**
Montessori Prof. College Intl.
- **DS Hotel and Restaurant Management (2013-2014)**
Colegio De La Union

Declaration

I do hereby declare that the particulars of the information and facts stated herein above are true, correct and complete to the best of my knowledge.

THALIA BALAGBAGAN MENDOZA

Applicant