

Emily Digang

Sales Associate - Wafi Gourmet Brof Wafi Hospitality L.L.C

Abu Dhabi

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To be employed in a company where I could fully apply my knowledge and skills to contribute to the company's growth

Willing to relocate: Anywhere

Work Experience

Sales Associate

Wafi Gourmet Brof Wafi Hospitality L.L.C - Abu Dhabi

February 2018 to Present

Abu Dhabi, United Arab Emirates

Period of Employment: Febraury 2018 - Present

Job Description:

- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting food item.
- Ensuring high levels of customer satisfaction through excellent sales service.
- Recommend and display items that match customer needs.
- Maintain a fully stocked store.
- Prepare the tray and basket with items for display.
- Handles inventory stocks of the food item.
- Monitor and checks product quality and expiry on hands and on deliveries.
- Actively involved in the receiving of new food items.
- Keep up to date with product information.
- Perform FIFO (first in first out) on all products.
- Make sales call to new and existing client.
- Respond to sales inquiries and concern of clients.
- Describe a product's features and benefits.

Receptionist

LA Porte Boutique Hotel - Bangkok, TH

2017 to December 2017

Job Description:

- Welcome and greet the guest.
- Assist in keeping the reception presentable at all the times.
- Provide courteous, professional and personalized service.
- Deliver excellent customer service.
- Deal with all enquiries in a professional and courteous manner in person on the telephone or via email.

Waitress and Cashier

Hawthorn Suites by Wyndham - Abu Dhabi

April 2015 to July 2017

Job Description:

- Greet the customers and welcome in restaurant with polite manner to warm and comfortable.
- Recommend the table and find out the customers need presenting menus to customer.
- Inform the customer about the special daily or recommend the daily special alcohol beverages.
- Extensive knowledge of principles and processes for providing customers service.
- Writing food orders on order slips, entering orders into computer for transmittal to kitchen staff.
- Active in removing dishes and glasses from tables or counters and taking them to kitchen for cleaning.
- Attend phone call in room service and reservation.
- Answer and solve the customer complaints in polite manner.
- Verifying that customers are satisfied with their orders.
- Strong communication and interpersonal skills and abilities.

TCI Recruitment Agency Pedro Power Building Cleaning Service LLC

Gil Malate Manila, Philippines Saudi Arabia

Role: Receptionist (February 2012) Role: Caregiver (November 2009)

Hotel Guillermo Jollibee

Hostess

Pagadian City - PH

April 2009 to April 2009

Customer Sales

People's Plaza Mall

April 2003 to April 2003

AWARD/ACHIEVEMENT:

- Food Beverage NCII - February 26,2009
- Housekeeping NCII - March 6,2009
- Commercial Cooking NCII - March11,2009
- Essential Food Safety Training Certificate -October 26,2016

Education

License in Driving Advanced

Pisco Private School - Abu Dhabi

June 2014

License in Driving Basic

Pisco Private School - Abu Dhabi

March 2014

Skills

English Communications. (Less than 1 year), Excel (Less than 1 year), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), MS Word (Less than 1 year)

Additional Information

SKILLS:

- Computer Literacy, Proficient in Microsoft Office with expert knowledge in MS Word, Excel and PowerPoint.
- Excellent Oral and Written English Communications.
- Customer Relation Service and Food Beverage Service.
- Teamwork Skills and Telephone Courtesy Skills.
- Strong Leadership.