

Noel Nuga

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Job Objectives

Desire to work to the best of my abilities in a role that provides new experience for continuous self-development.

Relevant Skills

- Training in driving and traffic rules literacy
- Training in communication skills
- Training in exceptional customer service

Personal Details

Address:

Mansoura Doha, Qatar

Date of Birth:

04 May 1978

Marital Status:

Married

Nationality:

Filipino

Fluently Speaks:

Tagalog (Native)

English (Basic)

Personal Profile

Looking for a position where I can utilize my education qualification and professional experience to develop the department which I am assigned and would be certainly looking forward to accept the challenge of working in the environment that gather with highly qualified and multinational professionals.

Work Experiences

Shopee Delivery Driver (March 2020-March 2022),

Philippines

Duties and responsibilities:

- Welcome customers and help determine their orders.
- Deliver a wide variety of items to different addresses and through different routes.
- Follow routes and time schedule.
- Load, unload, prepare, inspect and operate a delivery vehicle.
- Ask for feedback on provided services and resolve clients' complaints.
- Collect payments.

Barista/Cashier (Mar 2019 to Jan 2020), Brownish Bar

Doha, Qatar

Duties and responsibilities:

- Welcoming customers, informing them about specials or new items, answering questions, and accepting orders and payments.
- Preparing foods, such as sandwiches or baked goods, and grinding and blending coffee beans, brewing coffee and tea, and serving items to customers.
- Packaging food and beverages for sale.
- Selling coffee and tea blends and brewing equipment, highlighting the differences between items, and educating customers about brewing methods.
- Cleaning and restocking work and dining areas, emptying trash and sanitizing equipment and utensils.
- Learning about brewing methods, beverage blends, food preparation, and presentation techniques to improve food quality.
- Updating signage and displays to attract customers.
- Taking inventory and replenishing items in display cases, at tables, or behind the counter.

- Working as part of a fun, high-energy team.
- Adhering to all food safety regulations and quality controls.

Bartender/Cashier (Nov 2017 to Feb 2019), Krosroads Club

Best Western Plus Doha Old Salata, Doha, Qatar

Duties and responsibilities:

- Welcoming customers, reading and listening to people to determine beverage preferences, making recommendations, and taking drink orders.
- Planning drink menus and informing customers about new beverages and specials.
- Selecting and mixing ingredients, garnishing glasses, and serving beverages to customers.
- Checking identification to ensure customers are the legal age to purchase alcohol.
- Taking inventory and ordering supplies to ensure bar and tables are well-stocked.
- Adhering to all food safety and quality regulations.
- Handling cash, credit, and debit card transactions, ensuring charges are accurate and returning correct change to patrons, balancing the cash register.
- Maintaining a clean work and dining area by removing trash, cleaning tables, and washing glasses, utensils, and equipment.
- Developing new cocktail recipes.
- Cash handling – giving invoices and change to customer.
- Managing the point of sales (POS).

Office Assistant (Jan 2014 to Sep 2017), Unitech IKK Group

Salwa Road, Doha, Qatar

Duties and responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

Hotel Driver Delivery (Mar 2003 to Dec 2003) Phinma Hotel

Tagaytay City, Phillipines

Duties and responsibilities:

- Cleaning and setting tables and placing seasonal decorations, candles, and table cloths.
- Ensure guests are greeted upon arrival
- Open car doors for arriving and departing guests and escort them to the lobby
- Maintain an up to date knowledge of the hotel and services and supply information and respond to guest queries
- Ensure effective handover is done, gaining information from earlier shift
- Forward all guest complaints or problems to the manager on duty
- Perform any trips and drives with the hotel car / bus as requested
- Control all guests' car keys
- Ensure that an effective handover is made to the night shift in conjunction with the early Shift Leader
- Establish, promote and maintain good public relations while meeting or exceeding guest expectations
- Maintain the parking spaces and key cabinet and ensure cleanliness is to the maximum
- Ensure that airport / crew transportation flow is maintained effectively.

Chiller Van Driver (Jan 2002 to Jan 2003) Tita Ags' Restsurant Bar and Cafe

Tagaytay City, Phillipines

Duties and responsibilities:

- Ensure the vehicle is always in good condition.
- Make sure the vehicle is clean/tidy all the time.
- Always check the temperature of the chiller.
- Can communicate with customers and politeness should always keep.
- Record their work and rest time. There should be a log for the km spent driving.
- Time-management skills. Must deliver on time. In case there will be delays due to unforeseen events, he must inform his immediate manager.
- Driver must be flexible. The work timings are subject to changes as per the work requirements.
- Log book must be kept and maintained. No log book no payment for overtime.
- There will be one driver to be assigned/in charge to check and monitor the vehicles. He will be the one to schedule and report when a vehicle will be needed for maintenance.



Educational Attainment

- College Undegradute Rogationist Academy, Cavite, Philippines

Personal Skills

- Professional Driver
- Knowledgable in MS word , excel