

# RICHELLE MANUEL AGUSTIN



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ARABIC, FILIPINO

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**STATUS:** SINGLE  
LANGUAGE: ENGLISH,

## EXPERIENCE

2025	MAIS AI REEM Hostess/Cashier/Waitress-Element /Marriott City Center
2024	JIMMYS RESTAURANT Cashier/Hostess/Waitress-Terminal Inn Hotel
2023	RAMEZ SUPERMARKET Cashier
2022	AL SULTAN RESTAURANT Cashier
2022	CHALLENGE MAID SERVICE, PLUS CLEANING AND SHINY HOUSE MARKETING SUPERVISOR
2018-2022	LEMON CAFE/REEM ALBAWADI CAPTAIN/RECEPTIONIST/CASHIER
2017-2018	VILLA DE YRA FLOWER SHOP CASHIER/SALES ASSOCIATE
2016	MAKSAJ FASHION (DOHA, QATAR) SALES ASSOCIATE
2008-2016	LE NOTRE PARIS (DOHA, QATAR) CASHIER
2003-2005	WATTSONS PHILIPPINES CASHIER/SALES ASSOCIATE/BEAUTY SPECIALIST
1998-2002	MONTESSORI FATIMA SCHOOL PRIVATE ELEMENTARY TEACHER

EDUCATION

2003	JBELMONTSTREET MANAGEMENT CONSULTANCY (BMC)DOHA,QATAR CERTIFIED PHARMACY ASSISTANT
1998	CAGAYAN STATE UNIVERSITY-CAGAYAN PHILIPPINES(DEGREE HOLDER) BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION
1992	CAGAYAN STATE UNIVESITY-CAGAYAN PHILIPPINES (SECONDARY)SENIOR&JUNIOR HIGH

PROFILE	OBJECTIVES	SKILLS
Reliable and customer-focused professional with experience in both cashiering and hotel front desk operations.Skilled in handling payments,managing reservations, and providing excellent service in fast-paced environments. Strong interpersonal and multitasking abilities, with a commitment to delivering positive guest experience.	To obtain a customer-facing position in a-dynamic organization where I can apply my strong skills in cash handling,front desk operations, and customer service to enhance guest satisfaction and contribute to operational efficiency	<p><b>CUSTOMER SERVICE</b></p> <p><b>EXCELLENCE-ability</b> to handle guest needs and inquires with professionalism and a positive attitude</p> <p><b>CASH HANDLING &amp; POS OPERATION-</b> Accurate and efficient in managing cash transactions and using point of sale system.</p> <ul style="list-style-type: none"><li>• <b>MULTITASKING IN FAST PACED ENVIRONMENT-Skilled</b> at managing multiple task such as phone inquiries, guest check ins,and payments simultaneously.</li><li>• <b>EFFECTIVE COMMUNICATION SKILLS</b>-Clear,courteous,and professional communication with customers,team members and management.</li><li>• <b>RESERVATION &amp; FRONT DESK MANAGEMENT</b>-Experience in handling check-ins/check-outs,bookings, and guest concerns using hotel system.</li></ul>