

CAREER OBJECTIVES



To obtain training and experience in an organization that offers a good and professional working environment that would enable one to learn aspects and factors for growth and improvement while meeting the organizational goals.

EDUCATION



2001 – UNDERGRADUATE

BACHELOR OF SCIENCE IN COMMERCE

RIZAL MEMORIAL COLLEGE

WORK EXPERIENCE



2011 - PRESENT

CATERING EVENT CONTROLLER

FOOD SERVICES CO. (OPERA CAFE)

DOHA, QATAR

Duties & Responsibilities:

- Meeting with clients to discuss the event and what they're looking for.
- Creating an event proposal that fits the client's requirements.
- Booking catering services, venue, and decor.
- Scheduling employees for the event and working with catering staff, venue staff, and so on.
- Serving as the main contact point for any changes.
- Networking and creating future sales opportunities at the event.
- Day-to-day administrative work such as issuing invoices and collecting payments.
- Coordinating multiple events at once.
- Supervising the waitresses and the operations.

JANUARY 2008- FEBRUARY 2011

PROMO MERCHANDISER

ACE HARDWARE / HANDYMAN

MAISON AND SMITH COMPANY

DAVAO CITY, PHILIPPINES

Duties & Responsibilities:

- Planning and developing merchandising strategies.
- Forecasting sales and profits.
- Inventory management.
- Enhance Promotions.
- Stocking shelves.

NOVEMBER 2005 - OCTOBER 2007

SALES ASSOCIATE

NEW CITY COMMERCIAL CORPORATION (NCCC)

DAVAO CITY, PHILIPPINES

Duties & Responsibilities:

- Provide excellent customer service, respond to customer inquiries, and resolve issues.
- Have in-depth knowledge of products or services, including features, benefits, and pricing.
- Meet sales targets, promote products, and upsell or cross-sell when possible.
- Maintain accurate inventory levels, track stock, and report any discrepancies.
- Keep the store clean, organized, and visually appealing.



INFO



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TRAINING

- OPERA AT YOUR SERVICE.
- ARABIC CROSS CULTURE.
- CATERING PRODUCT KNOWLEDGE.
- BASIC FOOD SAFETY AND HYGIENE.
- SEQUENCE OF SERVICE.
- CHEMICAL AWARENESS.

SKILLS

- ADAPTABILITY
- COMMUNICATION
- TEAMWORK
- TIME MANAGEMENT
- PROBLEM-SOLVING

LICENSE

- LIGHT LICENSE
- ISSUING AUTHORITY: DOHA, QATAR
- EXPIRATION DATE: DEC. 2028