

**LEILANI ABAD ESPINUEVA**

San Fernando City of La Union, Philippines

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**Current Location: Gudaibiya, Bahrain.**

**OBJECTIVES**

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To look forward for a positive outcome to provide a good customer satisfaction together with an oriented organization that can manage to motivate their people and their income.

**WORK EXPERIENCE**

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**Beshy Boutique - At Present**

Gudaibiya - Bahrain

SalesLady

- Selling and Providing promotional rates for the items.
- Online Marketing using Social Media.
- Reporting daily sales report.
- Maintaining the cleanliness and arrangement in the shop daily.
- Taking phone calls from customer's inquiries and reservations.
- Doing other multi-tasking job as per task given by Managements.

**Galleria 21 & Wyndham – 2018-2020**

Flexi Visa Holder

Waitress ( Coffee Shop & Restaurants)

- Provide the perfect service experience for every Guest
- Ensure the Guest feels important and welcome in the restaurant
- Ensure hot food is hot and cold food is cold
- Adhere to timing standards for products and services
- Look for ways to consolidate service and increase table turns
- Present menu, answer questions and make suggestions regarding food and beverage
- Serve the Guest in an accommodating manner
- Must know all food liquor, beer, wine and retail offered
- Apply positive suggestive sales approach to guide Guests
- Pre-bus tables; maintain table cleanliness, bus tables

- Looks for ways to avoid waste and limit costs
- Assist in keeping the restaurant clean and safe
- Provide responsible service of alcoholic beverages
- Deliver food and beverages to any table as needed
- Must follow all cash handling policies and procedures
- Report to property on time and in proper uniform

## **Heston International**

Bus Safety Attendant - *2017 to 2018*

Student Management

- Ride buses and help driver ensure safe and orderly transportation of students.
- Supervise students as they board and leave bus and cross street.
- Manage student behaviour and report student discipline problem to appropriate administrator.
- Maintain a updated route schedule.
- Supervise use of seat belts, harness, or car seats by students.
- Follow emergency procedures and help driver administer first aid, if necessary.
- Other duties as assigned.

## **CASA ROSA**

Sales Associate - *2015 – 2017*

- Selling and Proving a promotional rates for the items.
- Reporting daily sales report.
- Maintaining the cleanliness and arrangement in the shop daily.
- Purchasing and Requesting newly released items and for restock items.
- Taking phone calls from customer's inquiries and reservations.
- Providing barcodes on the purchased items.
- Doing monthly inventories for all items.
- Doing other multi-tasking job as per task given by Managements.

## **Other Skills**

- Certified in Hair Cut and Hair Dresser - Filipino Institute Bahrain
- Holding Valid Bahraini driving license (Light vehicle 16 passengers)

**PERSONAL DATA**

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Date of Birth : September 14, 1979  
Gender : Female  
Civil Status : Married  
Height : 167 cm  
Weight : 57 kg  
Nationality : Filipino  
Religion : Christianity – Roman Catholic

**References**

I am person who is reliable, numerate and meticulous. I here by certified that the above information are true and correct to the best of my knowledge and my beliefs.