

**To Whom It May Concern;**

**I was excited to see your listing for the role of your vacant position.**

**I am currently employed at Naseef WLL as an Administrative Coordinator since September 3, 2024, with a main responsibility of keeping the organization running smoothly by handling all administrative tasks. I have worked as a Sales Representative with over 10 years of experience executing Marketing Research, contributing for our Business to grow, helping on Ideas on how to expand our Business, seeking potential buyers. I have work experienced as a Shift Manager at Fakhro Restaurants Company WLL (McDonald's Bahrain) for over 5 ½ years. I am confident that I would be a valuable asset to your Company.**

**As a need for someone who is required to work under pressure, minimal supervision, obtain technical and non-technical details, and other responsibilities, in which all of those mentioned I have extensive experience. My past experiences have had me honed my skills by emailing, contacting clients as well as potential buyers, giving an excellent quotation to the clients, providing a quality service, providing and completing daily, weekly, and monthly reports.**

**I'm confident that my proven track of record of excellent work, unparalleled attention to the details, and high performing of ideas that helps our business to expand, will make me an immediate asset to your Company and allow me to contribute to Team's success.**

**I look forward to discussing the position and my qualifications with you in more details. I'm available to talk at your convenience. I'll be in touch to follow up and to make sure you receive my application.**

**Thank you so much for your time and consideration.**

**Sincerely;**

**Rosalyn L. Pardilla**



## **ROSALYN LACABA PARDILLA**

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### **CAREER OBJECTIVE**

To be a part of a company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

### **PROFESSIONAL EXPERIENCE**

Naseef W.L.L

September 3, 2024 up to present

#### **Administrative Coordinator**

- Process requests, ensuring alignment with company protocols
- Maintain a systematic filing system (manual and computerized)
- Professionally answers phone calls and responds promptly to employee and customer inquiries
- Effectively communicates and implements company policies
- Monitors company activities and updates calendar of events
- Welcome customers and guests in a professional and friendly manner
- Handles and manages all booking inquiries of the Restaurant

Pureliving Company WLL

January 2, 2013 – June 6, 2024

### **Sales Representative/Associate**

- Provide direct customer services by informing them of products and details
- Ensure that customers are directed to the appropriate aisle
- Identify sales opportunities and follow up on existing accounts for business development
- Create and execute appropriate strategic plans to bring in more business
- Research sources to develop new business connections
- Make cold calls to prospective clients and inform them about new product and deals
- Conduct market research to identify trends and manage sales activities accordingly
- Meet individual and company sales targets
- Promote new products to walk-in customers and record orders
- Handle and resolve customers' complaints
- Process payments regarding cash, cheques, and credit card
- Verify the validity of paper money and credit cards
- Tally cash with receipts at the end of the shift
- Maintain stocks and inventory
- Stock shelves with appropriate products
- Ensure correct price tagging
- Experienced in using Tally

Fakhro Restaurants and Company WLL  
(Mcdonald's Bahrain)

September 2007 – December 2012

### **Shift Manager**

- Schedule crew members to ensure that all shifts are properly manned and that any staff shortages are addressed properly
- Set targets and goals for each employee and assist them in reaching these goals in a time efficient manner
- Work towards ensuring that standards of hygiene are maintained by staff members and advocate good sanitary practices
- Coordinate the work staff members to ensure exceptional and timely food service delivery to customers
- Ensure cleanliness and sanitation of all restaurant areas, including kitchen, dining areas and order counters
- Supervise counter area to ensure that all customers are being handled appropriately, especially focusing on accuracy of orders
- Create and maintain effective relationships with food suppliers to ensure prompt and accurate delivery of supplies

- Oversee food preparation and packing duties to ensure that all standards and protocols for both are adhered to
- Address customers' complaints to ensure their satisfaction and repeat business opportunities
- Work with human resource/accounting employees to administer payrolls and issue holidays and half times
- Recruit staff members and handle training and development of both new and existing crew members and support staff

## **EDUCATION**

S.Y. 1999 - 2002

Pateros National High School

S.Y. 1992 - 1998

Pateros Elementary School

## **SKILLS**

- MS office applications (word/excel/powerpoint)
- Knowledgeable on the following office machine such as scanner/printer, fax machine, typewriter, and photocopying machine
- Problem-solving
- Time Management
- Oral and written communication
- Flexibility

## **STRENGTHS**

- Proven initiative and ability to work with minimal supervision
- Good team player and multitasking capabilities
- Fast-learner and dedicated in delivering team success

## **PERSONAL DETAILS**

Age : 38 years old

Civil Status : Married

Citizenship : Filipino

Hobbies : Playing volleyball, watching movies and listening to music

## **REFERENCES**

Available upon request

I hereby certify that the above statements made by me are true and correct to the best of my knowledge and beliefs.

**ROSALYN LACABA PARDILLA**