**Divine Praise C. Saludares

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OBJECTIVES

New endless horizons in stable company where my skills and potentials would be develop to

provide valuable contributions to the company and to bring out and harness the best of my

potentials for the glory of God and for the benefit of my employer, the community and

myself for the future advancement to the top management.

WORK EXPERIENCE

Falcon Hospitality Group – V-Resto

June 15, 2019 up to Present

Position: Food Server / Banquet Waitress – Customer Service

Job Description: Provide excellent level of customer service including greeting and seating the guests, Taking and Serving of orders, Anticipating and Responding to guest’s dinner needs, Work effectively under pressure, Maintain high quality of cleanliness of the premises, sanitation and food handling, Processing payments, Dealing with customer complaints. Helping with banquets and events, other duties as assigned by the head chef and operation manager, Opening and Closing of the Restaurant as needed.

Americana Company – Hardee’s

June 6, 2018 to June 12, 2019

Position – Cashier/ Guest Expert

Job Description: Cash handling (POS) Point of Sales System, Receiving cash machine, Taking orders by doing Five Star Service , Preparing orders in peak periods, Delivering the total sales and income and performing End of the Day, Maintaining the premises clean, Training staff and Carry any assignments and tasks given by the superiors.

AMA Plans Incorporated

September 2017 to April 2018

Position – Secretary / General Clerk

Job Description: Accepting payment from plan holders and remitting sales personnel as well as issuance of receipts. Preparation of Daily Collection Report. Act as Cash Fund custodian and the disbursing personnel of the branch. Responsible for the replenishment of the cash fund of the branch. Assist in Seminars conducted in the satellite office and prepares necessary materials needed by the trainer or who conducted the training. Preparation of monthly reports needed by the Branch Manager. Safekeeping of Branch cash fund, fixed assets, office supplies and accountable forms. Preparation of transmittal needed by HR in the computation of attendance in the branch and other related reports needed by the Head Office and Deposit branch collection on the daily basis and prepares other related reports in term of sales and other collections.

EDUCATIONAL BACKGROUND

COLLEGE: Colegio De Sta. Teresa De Avila Foundation 2015-2017

**Course:** Bachelor of Science in Hotel and Restaurant Management

 Integrated Innovation and Hospitality Colleges 2012-2014

 Diploma in: Hotel and Restaurant Services

SECONDARY: CHS - Cielito Zamora High School Annex 2008-2012

PRIMARY: Cielito Zamora Memorial School 2002-2008

SKILLS

* Good in Customer Service
* Good Communication skills
* Computer Literate
* Cashiering (POS) Point of Sales
* Knowledgeable in Basic Troubleshooting
* Oriented in Data Processing / Microsoft Office Applications such as:

Microsoft Office Word

Microsoft Office PowerPoint

Microsoft Office Excel

ACHIEVEMENTS

* Food and Beverages – National Certificate II Passer
* Housekeeping – National Certificate II Passer
* Bartending – National Certificate II Passer
* Front Office – National Certificate II Passer
* Level 2 HACCP for Food Manufacturing

QUALIFICATIONS:

* Dedicated and hardworking individual
* Exceptionally versatile and adaptability
* Exposed and interacted with a wide variety of personality
* Ability to advance to a higher job levels with active efforts towards

 Self –development and advancement

* Willing to render overtime
* God-fearing woman

PERSONAL INFORMATION

Gender : Female

Age : 23

Date of Birth : June 4, 1996

Place of Birth : Manila

Civil Status : Single

Citizenship : Filipino

Height : 5’ 2”

Weight : 74 kgs.

Religious views : Christian

Dialects : Filipino & English

**Reference will be furnished upon request.**

I hereby certify that the above statements are true and correct to the best of my

knowledge.



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Divine Praise C. Saludares

Applicant