

KRISTELA MARIE EATA DANAN

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OBJECTIVE

To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my experience and abilities.

EXPERIENCE

Franco Restaurant

Supervisor | February 2019 – February 2020

- Oversee all the professional activities of store's floor, cashiers and sales.
- Maintaining store inventory. Insuring deliveries are on time and count accurately.
- Resolve customer complaints, guide them and provide relevant information.
- Analyze operating and financial statement of the store.

Mido du Café

Cashier | October 2018 – January 2019

- Providing excellent wait service to ensure satisfaction.
- Taking customer orders and delivering food and beverages.
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons.

Breadtalk Philippines Inc

Management Trainee | May 2018 – October 2018

- Managing the operations, staff and sales with profit goals.
- Manage store's inventory with all established company guidelines.
- Ensure to receive, check and place all merchandise orders.
- Attain individual sales objectives as well as customer service goals.

The Walk Grand Cinema

Officer in Charge | January 2016 – January 2018

- Ensure all cashiers are adhering to company policies, procedures and protocols.
- Resolve customer complaints and when needed direct to manager.
- Computed and record total of transactions on daily basis and recorded data.
- Calculated total payments received during a time period and reconciled this with total sales.

Banco de Oro Unibank Inc (BDO)

Client Service Associate | November 2013 – January 2016

- Responsible for providing accurate, efficient and timely processing of over the counter transactions.
- Pertaining to client's deposits, withdrawals, payments, foreign currencies and other miscellaneous transactions.
- Ensure to balance all transactions at the end of day.
- Filling all the reports.

EDUCATION

Our Lady of Fatima University

Bachelor of Science in Hotel and Restaurant Management

Graduated year 2013

SKILLS

- Computer and Microsoft Office proficient.
- Possess an impeccable work ethic..
- Eager to learn new skills and receive further training.
- Able to work under pressure and multitask.
- Highly organized.

PERSONAL INFORMATION

Date of Birth: September 19, 1992

Gender: Female

Nationality: Filipino

Marital Status: Married

Religion: Islam

Language Spoken: Filipino and English