

# Monsour Oligario Palomaria

Flat 2 Bldg. 524 Road 2105 Block 321, Al Gudaibiyah

Kingdom of Bahrain

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## OBJECTIVE

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To work for the prestigious organization with all my efficiency, diligence and integrity for taking the company to the next level and enhancing the profits of the company and heightening the strong customer rapport. My active experience and communication skills can help in achieving the customer satisfaction.

## EDUCATION

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- Tertiary : BS Hotel and Restaurant Management  
National College of Science and Technology  
Amafel Bldg. Aguinaldo Highway, Dasmariñas, Cavite , Philippines  
2006 - 2010
- Secondary : Dasmariñas North National High School  
San Isidro Labrador I, DBB-G, Dasmariñas, Cavite , Philippines  
2002 - 2006
- Primary : Salitran Elementary School  
Salitran II, Dasmariñas, Cavite , Philippines  
1996 - 2002

## WORK EXPERIENCE

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- July 01, 2017 – **Retail and Service Officer - UAE Exchange Centre**  
Present Kingdom of Bahrain  
Tel # +973-17228224

### Job Responsibilities:

- Serves customers by completing account transactions
- Cross-Sells products and services
- Handling AML inquiry of the branch
- Attending customer query and complaints

May 31, 2013 – **Administrative Assistant cum Secretary - Al Khalaf International**  
May 31, 2017 Bldg. 220 Road 2903 Block 329 Salmaniya, Kingdom of Bahrain  
Tel # +973 17256262

**Job Responsibilities:**

- Attending incoming calls and handling correspondence
- Handling Visa and CPR processing
- Handling filing
- Maintaining diaries and arranging appointments

Feb 2011– **Restaurant Store Manager - Mang Inasal Philippines**  
May 2013 Central Mall – Salitran, Dasmariñas City, Cavite Philippines 4114

**Job Responsibilities:**

- Responsible for daily operation
- Handling ordering and inventories
- Attending customer query and complaints
- Preparing monthly PNL report
- Hiring of staff

June 26, 2008 – Restaurant Team Member (Dining/Cashier)  
Nov. 26, 2008 KFC Restaurant – Wholesome Food Inc. SM City Dasmariñas  
San Agustin I, Dasmariñas, Cavite, Philippines  
Tel. # (046) 973-02-00

## **INTERNSHIPS AND SEMINAR**

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Feb. 26, 2010 – On-The-Job-Training (350 hrs.)  
Apr. 11, 2010 Citadel Inn Makati, 5007 P. Burgos St. Bel-Air, Makati City  
Tel # (632) 897-2370

Nov. 17 2007 – On-The-Job-Training (350 hrs.)  
Feb. 18, 2008 Max's Restaurant, SM City Dasmariñas  
San Agustin I, Dasmariñas, Cavite, Philippines  
Tel # (046) 432-31-41

Aug. 10, 2008 Front Office Management System Fidelio  
DLSU – College of St. Benilde International  
Center Arellano ave. Malate, Manila

## **SKILLS**

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- Computer Literate
- Hard working and flexible
- Can handle work pressure

## **PERSONAL DATA**

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Birth date	:	March 27, 1990
Age	:	30 years old
Birthplace	:	Dasmariñas, Cavite , Philippines
Citizenship	:	Filipino
Status	:	Singlec
Religion	:	Roman Catholic
Height	:	175 cm
Weight	:	120 lbs.

## **CHARACTER REFERENCES**

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Upon request.

I hereby certify that the above information's are true and correct to the best of my knowledge.