# **Maria Czeseth T. Othman**

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**OBJECTIVE**

To be able to contribute some of my knowledge and skills to the company and learn new things in the work environment also to be an asset to the company.

**Skills**

* Computer literate (Microsoft Office, Excel, PowerPoint)
* Can speak basic Arabic, English & Filipino language
* Able to use; POS machine, cash registry, credit machine & computer
* Knowledgeable in F&B service, Costumer service & Retailing
* 5 years experience in hospitality industry
* 2 years experience as sales cum admin assistant
* Can work under pressure, hardworking and flexible

**WORK EXPERIENCE:**

**Reehat al Atoor, Bahrain Duty free**

Brand ambassador

April 5, 2019 to June 25, 2020

* Promote and up selling Arabic perfumes, replenish stocks, clean , organize and inventory counting
* Collaborate and assist the costumer on their perfume reference
* Provide good costumer sevice entire shopping experienced.

**Avon Philippines Corp.**

Retailer/ Sales Executive

June 6,2017 – July 25,2018

* Selling cosmetics, personal care, health & beauty products thru online & retailing outside.
* Provide costumer service, recruiting members and explaining benefits of the company.
* Keep good records in the company, keep updated brochure and promotions.
* Responsible for ordering the items with invoice, receive inquiries, deliver items personally and collecting payments.

**CHEDDA General Merchandise,Philippines**

Admin Staff / Sales Executive

Sept.30,2016- Dec.10,2017

* Photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff office space, phones, company credit cards and office keys. Creates and modifies various documents using Microsoft Office and Excel.
* Monitoring in and out inventory’s, delivering all products with records and make sure all Fire Extinguisher tanks are good and complete accessories with overall safety check
* Assist clients, cold calling, research for new sources, managing clients record & organize.

**Nana’s Cafe and Restaurant, Riffa**

Head waitress

March 27,2016- Sept. 1,2016

**Oishi Sushi Restaurant, Juffair**

Head waitress/Supervisor

Sept. 6,2014- March 10, 2016

* Responsible for the restaurant operation in absence of manager, coaching new employees for standard enhancement, briefing and allocating tasks to the team
* Maintain records of stock, repairs, sales, wastage & ensures adherence to SOPs & standards
* Responsible for ordering goods, replenish stocks, inventory monthly, cash daily report and monthly reports

**Synergy Middle East Group Company, Bahrain**

April 27, 2013- September 5, 2014

Our Clients for manpower services;

* *Sofitel Zallaq Thalassa Tapas Bar*

*Bar Waitress/Hostess(April 2013 -December 2013)*

* *Bice modal mall*

*Waitress ( January 2014 -March 2014)*

* *Ritz Carlton lobby lounge & Thai Lounge*

*Lobby waitress/ (April2014-Sept.2014)*

* *Kempinski Hotel -Banquet Ambassador*
* *Sheraton Hotel -Banquet Ambassador*
* *Intercontinental Regency Hotel -Banquet Ambassador*

**Camayan Beach Hotel and Resort, Philippines**

F&B Staff/Banquet Coordinator/Housekeeping

March 15, 2012- Dec. 04, 2012

**Greenwich Company, Philippines**

Head Cashier/ Food Assembler

September 1,2010 – July 15, 2011

**Purefoods Company, Philippines**

Promodiser

February 05, 2010- August 20, 2010

**PERSONAL INFORMATION**

Age : 27years old

Date of Birth : Feb. 04, 1993

Civil Status : Married

Height : 5’4’’

Nationality : Filipino

Passport. : P6531517A

CPR. : 930216121

**EDUCATIONAL BACKGROUND**

**A.M.A Computer Programming** 2012(undergraduate)

**Gordon College Caregiving NC-II** 2011-2012

**SEMINARS AND TRAININGS**

**Ritz Carlton Silver Service** 2014

**Greenwich Branded Costumer Service** 2011

**Red Cross Philippines** 2011

* Standard First Aider & Health Care Provider
* Disaster Management

**Gordon College TESDA** 2009

* Certificate in Basic German Language Course
* Certificate in Computer Basic Skills Program
* Household Service NC-II

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

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**Maria Czeseth T. Othman**