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**JANPRIL SASA GALLENERA**

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United Arab Emirates

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**OBJECTIVE:**

I am seeking employment with stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**WORK EXPERIENCE**:

**CASHIER (Cozy Cabana- Dubai, United Arab Emirates) May 2017-March 2019**

* Responsible for pay out to servers at the end of every shift
* Dedicated to providing outstanding customer service and received numerous outstanding customer comments
* Multi-tasked to ensured that customers from up to five tables received service food efficiently
* Provided friendly service to all patron

**SERVICE STAFF AND CASHIER** **(SFC Plus- Dubai, United Arab Emirates)** March 2016 up to May 2017

* Taking customer orders, always be jolly, attentive and ensure customer's satisfaction.
* Provide customers with quick and accurate service
* Endorse products by making recommendations and promoting specials
* Maintained awareness of menu items and specials
* Answer telephone, take and serve customers' food orders
* Prepare and package orders
* Wrap foods or place it directly on plates for service to patrons & do package take out.
* Made a consistent effort to become familiar with regular consumers and how to immediately accommodate their requests.
* Put some stocks on refrigerator, replenish condiments and other supplies
* Receive payment for goods and process cash and credit/debit card payments
* Experience with opening and closing details.
* Balance till at end of shift
* Maintain a clean work area
* Sanitized stations and other work places based on company specifications.

**PUBLIC AREA ATTENDANT (Queen Margarette Hotel)** July 15, 2015-December 31, 2015

* Cleans and maintains all lobbies and public restrooms.
* Sweeps and mops carpets, lobby entrance.
* Empties ashtrays and urns.
* Polishes furniture and fixtures.
* Vacuums and polishes elevators.
* Keeps the front of the hotel free from trash.
* Polishes the lobby floor during Night.
* Keeps the Back area of Front desk neat and clean.
* Ready to do any other work assigned by the supervisor time to time.
* Keeps all public areas neat, vacuumed and dusted.
* Makes sure mirrors, furniture, floors, ashtrays, elevators and doors are clean and mark-free.
* Removes all trash from areas.
* Periodically checks all lobby restrooms / wash rooms.
* Restocks all supplies including toilet paper, soap and hand towels in the lobby wash rooms.
* Makes sure all surfaces are clean and tidy.
* Responds to guest requests and inquiries while in the lobby.

**GROCERY STAFF (Sampaloc Public Market**) February 2014-April 2015

• Assist customers with purchases, information and product selection
• Sanitize grocery shelves and work area
• Stock grocery shelves
• Examine the rotation of all merchandise
• Check point of purchase signs
• Discard expired stock and outdated / spoiled items
• Take part in pre-inventory preparation
• Maintain a high level of product information and preparation

**PRODUCTION OPERATOR** (Nidec Philippines) April 2007- October 2007 Laguna Technopark Association Inc.,Laguna,Philippines

* Follows working instructions strictly
* To meet the desired quantity and quality based on customer’s requirements
* Performed cleaning tasks inside the production area
* Develop and maintain positive communication and teamwork with all co-workers and supervisors.
* Set up machines at the beginning of shift to ensure proper working order
* Perform testing procedures to ensure that machines work optimally during the production procedures
* Monitor machines during every procedure to ensure optimum running
* Ensure that machines are producing quality products by managing periodic checks on output
* Ensure stocks of needed materials are ready and available at all times
* Perform other related duties as assigned.

**PERSONAL INFORMATION**:

Date of Birth : April 17, 1987 Age : 32 years old Citizenship : Filipino Marital Status: Single Religion: Roman Catholic Languages: Filipino and English Passport Number: EC4914001 Visa Status: Employment/Residence Visa

**EDUCATIONAL ATTAINMENT**:

Secondary Education: High School Graduate – March 29, 2005 Manuel S. Enverga Academy Sampaloc, Quezon, Philippines

I hereby certify that all the statements made in this form are true, complete and correct to the best of my knowledge and belief.