



GWEENDOLYN HULLEZA

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Al Satwa Dubai, UAE

OBJECTIVE

Secure a responsible career opportunity to fully Utilize my trainings and skills while making a contribution to the success of the company

LANGUAGE SKILLS

- English

PERSONAL SKILLS:

- Good communication and interpersonal skills
- Hard working with team members
- Have the ability to work for long hours
- Have the ability to work under pressure

EDUCATION HISTORY

- Primary School: Polo Elementary School 2009
- Secondary Level: Saint Augustine Academy 2013
- Bachelor's Degree: Cebu Technological University (Bachelor of Science in Hospitality Management) 2017

SUMMARY

Presentable, energetic and experienced employee in offering the highest level of all maintenance industry. Ready to pursue a career in an organization, which encourages creativity and offers opportunities to learn and develop both Professional and personal aspects.










WORK EXPERIENCE

- ❖ COMPANY NAME: BADIAN ISLAND WELLNESS RESORT
- ❖ POSITION: ON THE JOB TRAINEE
- ❖ YEAR: APRIL - JUNE 2016
- ❖ COMPANY NAME: WELLCOME HOTEL CEBU
- ❖ POSITION: ON THE JOB TRAINEE
- ❖ YEAR: OCTOBER 2016 - MARCH 2017
- ❖ COMPANY NAME: BLUE COLLAR AGENCY
- ❖ POSITION: BARISTA
- ❖ YEAR: JUNE - NOVEMBER 2018
- ❖ COMPANY NAME: CHATIME CEBU
- ❖ POSITION: BARISTA / CASHIER
- ❖ YEAR: FEBRUARY - JUNE 2019
- ❖ COMPANY NAME: PALAWAN PAWNSHOP PERA EXPRESS PERA PADALA (EXCHANGE COMPANY)
- ❖ POSITION: TELLER / CASHIER
- ❖ YEAR: JULY 2019 - APRIL 2023

DUTIES & RESPONSIBILITIES:

- ❖ Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts
- ❖ Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed
- ❖ Provide a high level of customer service, offering answers and assistance with a smile
- ❖ Welcome customers with smiling face, greet them and putting them on sit.
- ❖ Make coffee to customers such as Americano, Espresso and Nescafe
- ❖ Make proposal to customers on our best sales of food and beverages.
- ❖ Scan goods and ensure pricing is accurate
- ❖ Collect payments whether in cash or credit
- ❖ Issue receipts, refunds, change or tickets

PERSONAL DETAILS:

 Nationality	:	Filipino
 Gender	:	Female
 Date of Birth	:	09 OCT 1997
 Marital Status	:	Single
 Religion	:	Roman Catholic
 Passport No	:	P9893931B
 Date of Issue	:	03 MAY 2022
 Date of Expiry	:	02 MAY 2023
 Visa Status	:	Visit Visa

DECLARATION:

I hereby declare that all the information's furnished above are true and correct to the best of my knowledge and belief.