



JERA D. NARCISO

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Visa Type : Visit Visa

PROFILE

Seeking for any vacant position where I can augment my knowledge, skills and experience that contribute to the success of the company.

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

YR. 2014-2015

SAINT COLUMBAN COLLEGE
PAGADIAN CITY

BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES YEAR 2015 – 2016

LUCAN CENTRAL COLLEGE

LANGUAGES SPOKEN

- BISAYA
- TAGALOG
- ENGLISH

AVAILABLE DOCUMENTS

- PASSPORT
- APOSTILLE

WORK EXPERIENCE

TELLER (8 YEARS) - PERA HUB/PETNET INC WESTERN UNION **YR. 2015 – YR. 2023**

- To help achieve company's mission and vision
- To promote company's service and products.
- To ensure proper handling of cash.
- To keep branch files, reports, and other important documents in intact.
- Act as team leader in the absence of senior head.
- To ensure accuracy of every transactions.
- Responsible to perform assigned tasks.
- Maintains client and co-employees harmonious relationship.
- Ensure safety of replenishment and withdrawals, IBT delivery and safekeeping of cash.

Training and Seminar:

- Anti-Money Laundering Act 2001 as Amended & AML Compliance *JANUARY 2023*
- Genuine and Counterfeit Money Detection *JANUARY 2016*
- Basic Front Line Assistant Training Program *JANUARY 2016*
- Assessment and Evaluating of Student Learning *MARCH 2015*
- Principle and Strategies of Teaching *MARCH 2015*
- Enhancement Seminar on Marketing and Entrepreneurship *JUNE 2013*
- Food and Beverage Seminar *SEPTEMBER 2013*

HOUSEKEEPING SUPERVISOR (2 YEARS) - MARDALE HOTEL **PAGADIAN CITY** **YR. 2012 – YR. 2014**

- Responsible for ensuring that the standard of cleanliness are meet.
- Inspect work to ensure its' up to standard and provide training on how to best handle customer's request.

CASHIER (2 YEARS) - MARIE'S RESTAURANT IN SAMBOANGA **SIBUGAY** **YR. 2009- YR. 2011**

- Manage transaction with customer using cash register.
- Collect payments whether in cash or credit.
- Scan goods an ensure pricing is accurate.
- Issue receipts, change and refunds tickets and cross sell products.

LICENSES/CERTIFICATION

1. National Certificate II- Food Processing *JUNE 2020*
2. National Certificate II- Bread and Pastry Production *JUNE 2017*
3. National Certificate II- Food and Beverage *MARCH 2015*
4. National Certificate II- Housekeeping *MARCH 2015*
5. National Certificate II- Commercial Cooking *MARCH 2014*