



PRISCILLA ANNE Y. CARAAN

To obtain a position where I am challenged to perform better and my experiences can be used to further strengthen the brand positioning in the UAE market. My ability to learn quickly and adapt myself to the ever-changing needs of the market has been one of my key strengths apart from being a good team player. I have always believed that there is no short cut to success and Smart work is the key to career growth. A result oriented professional who can work with minimum supervision to achieve the mutually agreed goals. It has always been my endeavor to exceed expectations which come along with commitment, ownership and driven by passion.



WORK EXPERIENCES

REMITTANCE CASHIER (March 2022 – Present)

Al Jazira Exchange Karama Branch

- ❖ Greet the customer and assist them with their Remittance or Foreign exchange transactions
- ❖ Ensuring Transactions are completed in an efficient manner with high level of accuracy
- ❖ Open / close branches as required and ensuring all tasks are done before leaving the branch
- ❖ Follow compliance procedures and company policies as per company standards
- ❖ Performs administrative tasks such as filing, cheque deposits, customer documents are scanned and uploaded in the system
- ❖ Provides support and information to customers over the counter and by phone
- ❖ Handling local currency and Foreign currencies making sure it is tallied from opening to closing

WAITRESS / CASHIER (June 2021 – January 2022)

Awani Levant Cuisine (AJW Corporation)

- ❖ Greet customers and present menus
- ❖ Making menu recommendations, answering questions and sharing additional information with restaurant patrons
- ❖ Taking orders and serving food and beverages to guests
- ❖ Up-sell when appropriate. Check products for quality
- ❖ Deliver checks and collect bill payments
- ❖ Get tables cleaned once customers are through with their dining
- ❖ Carry dirty plates, glasses and silverware to kitchen for cleaning
- ❖ Set the table in an orderly manner before customers show up
- ❖ Provide excellent customer service to guests

WAITRESS / CASHIER (June 2019 – June 2021)

MARBALYA RESTAURANT & LOUNGE

Meera Tower, Al Habtoor City Business Bay, Dubai

- ❖ Greet the guests
- ❖ Providing excellent wait service to ensure satisfaction
- ❖ Taking and serving food & beverages orders
- ❖ Making menu recommendations, answering questions and sharing additional information to the guests
- ❖ Cleaning tables, cutlery, glasses and plates
- ❖ Handle cash, credit or check transactions with customers
- ❖ Ensure pricing is correct, Issue change, receipts and discounts
- ❖ Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate

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

PRISCILLA ANNE Y. CARAAN

Applicant Signature

CONTACT



priscillaanne18@gmail.com



+971 566311858

+971 526050317



Al Rigga, Dubai, UAE

PERSONAL INFORMATION

Birth Date: January 18, 1997

Gender: Female

Nationality: Filipino

Religion: Roman Catholic

Language: Tagalog and English

EDUCATIONAL ATTAINMENT

OUR LADY OF FATIMA UNIVERSITY (OLFU)

Course: B.S in Tourism Management

Hilltop Mansion Heights, Lagro, Quezon City, Philippines

2014-2017

LYCEUM OF THE PHILIPPINES UNIVERSITY (LPU)

Course: B.S in Travel and Tourism Management

Muralla Street, Intramuros, Manila, Philippines

2013 - 2014

SECONDARY:

FIRST CITY PROVIDENTIAL COLLEGE (FCPC)

Brgy. Narra, Francisco Homes, City of San Jose del Monte Bulacan, Philippines

2009 - 2013

PRIMARY:

FIRST CITY PROVIDENTIAL COLLEGE (FCPC)

Brgy. Narra, Francisco Homes, City of San Jose del Monte Bulacan, Philippines

2003 - 2009