**NORAISA MONER ASA**

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**CAREER OBJECTIVE:**

To be able to get a challenging position and be a part of up growing company where i can apply my extesive knowledge, experiences and education.

**EDUCATION AND QUALIFICATIONS**:

* Undergraduated of Bachelor of Science in Computer Science

Southern Mindanao College- Philppines

* High School Graduated

New Labangan National High School- Philippines

* Six years experience in United Arab emirates at Food & Beverage industry

Knowledge of using Micros Computer/Jonas System (Cashiering machine)

* Experience of Sales and marketing
* I am career driven person and highly motivated regardless of my occupation,
* Hardworking, team player and work well with others, ability to manage multiple tasks

In a pressured environment, I have the ability to cope up with failures and learn from mistake, I am a quick learner,

* I have a great problem-solving skill and I am willing to learn new things to get the job done
* Can speak English, Arabic, Hindi and tagalog

**WORK EXPERICES:**

July 2012-March 2013 TEAM LEADER First Clique Restaurant & Café  
 Abu Dhabi UAE

2010 -2012 Waitress Yas Links Golf Club Abu Dhabi

2008 -2009 Waitress Al Hamra Golf Club & Beach Hotel

Ras Al khaimah U.AE

2006-2008 Waitress Sheikh Khalifa Hospital

Abu Dhabi National Hotel

24 April 2006 Cashier/Sales Marketing Dubai Welfare Hospital

Dubai U.A.E

**Summaries of Duties and responsibilities:**

* Securing consistent and convincing service and adherence to all service standard and club policies.
* Participating and internal meeting and training courses.
* Take caring of guests and accordance with the standard from the time they enter the outlet to the time they leaving.
* Conscientious and correct implementation of the supervisors directives
* Active promotion of the house sales by optimal knowledge of all the services provided by the club and opening times and all promotion of F&B outlet
* Taking over from the previous shift and obtain information at the start of the shift on all relevant information on the volume of buseness.VIP guests and task to be clarified and to be completed and special events or pass this to the next ship.
* Responsible for making the mess-in-place work and making sure that the work place is left clean.\
* Check identification of the guest to make sure they meet age requirements for purchase of alcohol and tobacco products.
* Mixing ingredients to make cocktails and other drinks with quality.
* Monitor and maintain the inventory of supplies.
* Cashiering using a Jonas system is giving me a strong knowledge and able to work fast and hard.

**PERSONAL INFORMATIONS**

Date of Birth : August 10, 1978

Civil Status : single

Nationality : Filipino

Sex : Female

Religion : Islam

Language Spoken : English, Arabic, Hindi

Passport no. : XX5123326

Valid Until : 08 December 2014

Height : 5’2

Weight : 110 lbs

**Training and Seminar Attended**

Ronnefeldt:

Tea Seminar…Yas Links Golf Club July 31 2011

Gray Mackenzie and partners:

Spirits basic training…Yas Links Golf Club Abu Dhabi

July 24 2011

Gray Mackenzie and partners:

Introduction of wine ‘The Basics’

Yas Links Golf Club Abu Dhabi

July 17 2011

African + Eastern Wine Academy:

Basic Wine training

Yas Links Golf Club Abu Dhabi

April 22 2010