

# MELODEE ALFONSO MENDOZA

**Mobile No:** +974 6691 6374

**Address:** UCC Building B, Al Arouba

Street Al Mansoura Doha, Qatar

**Email Address:** [mellow021885@gmail.com](mailto:mellow021885@gmail.com)

[mendozamelodee0218@gmail.com](mailto:mendozamelodee0218@gmail.com)



## OBJECTIVE

To be able to excel on work / job given and to my expand my capabilities by meeting new challenges and responsibilities and to contribute in providing service in the improvement of the company as well as my knowledge.

## PERSONAL QUALITIES

- Punctual and hardworking
- Major strength includes strong leaderships
- Good verbal and written communication skills
- Good team player and multitasking capabilities
- Very competent, attentive, persevere, and good moral
- Quick learner and adaptable to new technologies and organizational skills
- Interest in computer knowledge to latest technology and features
- Communicating with clients in a professional, but friendly and approachable manner

## TRAINING ATTENDED

 **Caregiver** : Manila Skills Institute Inc.  
**(2010 – 2011)** San Andres Street Malate Manila, Philippines

## EDUCATIONAL BACKGROUND

- ✚ Tertiary : AB – Journalism  
Tarlac State University, Tarlac City  
(2002 – 2004)
- ✚ Secondary : Capas High School  
Dolores Capas Tarlac  
(2001 – 2002)
- ✚ Primary : Capas Gabaldon Elementary School  
Capas Tarlac  
(1997 – 1998)

## WORK EXPERIENCE

### ✚ Elegancia Hospitality & Facilities Management Services

- Project : Ministry of Education and Higher Education
- Location : Al Sailiyah Doha, Qatar
- Date : April 2019 – up to present
- Position : Cleaning Chargehand

### ✚ Job Description

- Cleaning, stocking, and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning, etc.)
- Refilling supplies such as toilet papers and towels.
- Requesting new cleaning supplies as needed.
- Reporting repairs and replacement needed when encountered on the job.
- Ensure the customers satisfaction all the times.
- Ensure the cleanliness of every areas.
- Making some reports and checklist about cleaning.

### ✚ Elegancia Hospitality & Facilities Management Services

- Project : Ministry of Transport & Communication
- Location : Doha, Qatar
- Date : June 18, 2017 to January 23, 2019
- Position : Tea Girl

#### ✚ Job Description

- Preparing and serving tea or coffee and other beverages to all the staff and visitors.
- Ensure the availability of pantry stocks are replenished and maintained at all times.
- Performing office clerk duties by sending mails, scanning, and copying documents.
- Maintaining stationary supply inventory.
- Maintaining the cleanliness of the pantry.
- Maintained a clean and professional appearance for client satisfaction.

#### ✚ Charoen Pokphand Foods Philippines Incorporation

- Location : Conception Tarlac, Philippines
- Date : July 2014 to October 2015
- Position : Caretaker

#### ✚ Job Description

- Maintaining the cleanliness of the staff house
- Transporting clients to and from appointments, errands, and activities
- Laundering uniforms of the staff and employees
- Preparing meals and shopping for groceries or other essentials
- Assisting guest for their basic needs

#### ✚ Tokumi Electronics Philippines Incorporation

- Location : Clark Field, Pampanga
- Date : September 2004 to February 2006
- Position : Production Operator

#### ✚ Job Description

- Performing work in accordance to pated work standard
- Operate tools in order to aid in the manufacturing process
- Assemble every parts of the products
- Communicate with the immediate superior of line leader
- Concerning every problem encountered in the line
- Maintain the cleanliness of the area
- Work with others in order to ensure that equipment is in proper working order
- Observe and follow company safety rules and regulations

## PERSONAL INFORMATION

- Date of Birth : February 18, 1985
- Place of Birth : Apalit, Pampanga
- Civil Status : Married
- Nationality : Filipino
- Religion : Roman Catholic
- Sex : Female
- Height : 5'2 inch
- Weight : 110 lbs.
- Dialect Spoken : Kapampangan, Tagalog, English
- Fathers Name : Rodolfo J. Alfonso
- Occupation : Brgy. Secretary
- Mothers Name : Mercedes Alfonso
- Occupation : Tutorial Teacher
- Address : Susuba Cutcut 01 Capas Tarlac, Philippines

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

**Melodee Alfonso Mendoza**  
Applicant's Signature