

GERALDINE FRIAS

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OBJECTIVE:

To be able to utilize my knowledge and skill, to develop passion and dedication to any field of work.

SKILLS AND STRENGTH:

Work well under pressure

Willingly assisting peers and Superior in a teamwork environment.

Effectively helping guest/ customer requirement and expectations to achieve quality

EDUCATIONAL ATTAINMENT:

Tertiary

A. B. Communication Art (Undergraduate) University of the East

Secondary

Ramon Magsaysay High School

Elementary

Holy Rosary Child Center

WORK EXPERIENCE:

PX Exchange

US Military installation

Asia Logistic Company

May 25 2017 up to Present

Accounting Tech 1

- Perform a variety of routine and some routine clerical/administrative function in accordance with the standard procedures in general accounting, accounts payable, accounts receivable or related financial area.
- Post information and balances general or subsidiary ledgers, process payments and compile segment of monthly closing, annual reports extensive contact with other departments and/or outside agencies to resolve problem Generate out of balance reports, process GJVs through IGLAS system, process return checks knowledge and use in various applications including Vision, RMDS, IGLAS ,TOPS, Walker and hyperion .

- Compiled and analyze sales and marketing reports.
- Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
- Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
- Frequently used word processing Spreadsheet database and presentation software.
- Located and attached appropriate files to incoming correspondence requiring replies.
- Tracked and maintained monthly and year end vendor rebates.
- Coordinates dealer visitations, Company special events and other employee morale functions.
- Develop and maintain an internal client filing system

Cash cage

- Greeted customers, answered questions and resolve customer queries regarding sending and receiving money. Rang up purchases, perform returns and exchanges.
- Informed customers on ongoing promotions and encouraged customer to sign up for military star card.
- Guided customers to product of interest and check receipt to ensure accuracy.
- Perform a variety of duties involving the receipt, disbursement, deposit, safe keeping and related clerical processing of cash items.

Teavana

M.H Alshaya

May 05 2014 up to April 25 2017

Sales Advisor/ Cashier

- Introduce tea benefits, origin and its process.
- Perform sales process for maximize each sales.
- Keep the store clean and well maintained to ensure a peaceful environment to the guest.
- actively listen to the needs and concerns of the guests regarding various store
- Product in a helpful and cheerful manner.
- To be enthusiastic and confident in the quality of the product.
- Do till payment transaction thru cash or card.

Burger King Kuwait

Kout Food Group

July 20, 2008-March 31, 2014

Shift Manager

- Direct food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements
- Inspect received items of food and supplies for the purpose of verifying quantity, quality and specifications of orders and complying with mandated health requirements.
- Inventory food, condiments and supplies for the purpose of ensuring availability of items.
- Maintain food service equipment for the purpose of maintaining safe operating conditions.

- Manage site operations for the purpose of providing safe and efficient food services in compliance with health requirements.
- Perform functions as required of another position within area of responsibility for the purpose of providing overall coverage of food service operations.
- Prepare documentation (e.g. daily menu production, quality control, payroll etc.) for the purpose of providing written support and conveying information.
- Respond to inquiries of customers, staff and the public for the purpose of providing information and direction regarding the type and cost of meals.
- Stock food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Train employees and evaluates job performance for the purpose of supporting them in the completion of their work activities.
- Managed a minimum staff of 6, responsible for all aspects of financial, creative and managerial tasks that are needed to operate my kitchen.
- Trained staff and coordinated with the sales and revenue producing departments as well as the support departments in the branch. Customers are recognized and look after courtesy, efficiency, and consistent speed of service (3 minutes or under).

Burger King Kuwait

2008-2012

Service crew

- Cleaned and sanitized all food preparation equipment and ensured that they are kept in safe and operable condition.
- Demonstrated continuous effort to improve operation, streamline work processes, and worked cooperatively and jointly to provide quality seamless customer service.

PROFFESIONAL QUALIFICATION

Outstanding Manager 2012 (Burger King Andalous, Kuwait)

Employee of the year 2008 (Burger King Sadiq, Kuwait)

Employee of the Month (Burger King Sadiq, Kuwait)

SPECIAL TRAINING WORKSHOP/SEMINARS ATTENDED

Building successful Business Personality (M.H Alshaya)

Cultural Matters (M.H Alshaya)

Feedback Introduction (M.H Alshaya)

Effective Communication Training (M.H Alshaya)

Service crew training Program (Kout Food Group)

Basic Food Hygiene (Kout Food Group)

Basic Management Training Program (Kout Food Group)

PERSONAL INFORMATION

Date of Birth : May 13, 1980
Marital Status : Single
Gender : Female
Citizenship : Filipino
Passport expiration : 07 Jan 2028

I hereby that the above information are truth and correct to the best of my knowledge.

Geraldine Frias