

MARY COLLEN FRAMIL GABATO

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📍 Sheik Khalifa Bin Zayed St. Al
Rashidiya 3 , Ajman UAE

Attention: Hiring Manager/H.R Department

Re: Application for Job Vacancy

Good day,

I am currently looking for any position in your company which has related in my experience so I have enclosed my Curriculum Vitae / Resume herein for your better inspection.

I have working experience with the several companies for more than 7 years until I became proficient as a Online Sales Associates. I have good knowledge and handling of this position. I also have excellent Waitress, Cashier, as well as I able to communicate with different types of people. Over a 7 years in United Arab Emirates. Hands on experience in all trades. Excellent skills and knowledge offering years of experience in operation to a company in need.

My dynamic personality, professional experience qualifies me as a strong candidate of your need for the position that suited to my field and I am so confident that I could make a great contribution for the successful of your company. An established and progressing company of your status will surely be hiring efficient and hardworking people in the company to maintain a stellar position in the industry and I would be pleased to get an opportunity to show you what I have accomplished during my prior work experience. My degree of motivation has been recognizes and has been beneficial to organization that have trusted my skills. With your growing success and passion for excellent, I know that this career change will be a great professional opportunity for me. My background experience has enabled me to provide the essential level of service in a courteous, professional and in efficient manner. I am certainly dedicated toward my work and can even work under stressful and critical situations. I am also creative and can work with minimum supervision, and provides supervisory level of performance. I am teachable and capable of learning quickly and effectively. Moreover, I am a Team Player with value service awareness, not to mention my optimistic drive to produce results.

I find it a pleasure to further discuss my qualifications with your good office, especially the kind of contribution that I can give to your company.

Please see my Curriculum Vitae for additional information on my experience.

I am available anytime and can be reached to my contact details as mentioned above.

Thank you for your time and consideration. I wish to meet you in person and look forward for your positive reply.

Thank you very much and more power!!

Sincerely your's:

Mary Collen F. Gabato

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CAREER OBJECTIVES:

To work in an environment which encourages me to succeed and grow professionally where I can utilize my knowledge appropriately as a Sales Associates. Enhance my professional skills and capabilities in an organization which recognizes the value of hard work and trusts with responsibilities and challenges.

WORK EXPERIENCE:

Sept. 2020
- Present

ONLINE SALES ASSOCIATES

JF Garments LLC
United Arab Emirates

DUTIES AND RESPONSIBILITIES:

- Optimized prices based on financial targets and current market trends
- Kept business cost-effective and profitable by managing overhead, inventory, and shipping expenses.
- Protected customers information with well-secured website and internal database.

June 2016 -
Aug. 2020

WAITRESS

Abu Dhabi National Hotel
United Arab Emirates

DUTIES AND RESPONSIBILITIES:

- Performing food and drinks serving duties preparation activities and expediting dishes for serving purposes.
- Serve food items to clients at their tables.
- Setups tables according to specified instructions.
- Perform cleaning tasks at the end of working hours and ensure that everything is properly maintained
- Hygienically.
- Performing monthly inventory of food storage and other closeout tasks.

Jan. 2014 -
Mar. 2016

CASHIER | ACCOUNTS ASSISTANT

Sayed Metal Scrap Trading LLC
United Arab Emirates

DUTIES AND RESPONSIBILITIES:

- Handle cash transactions with customers.
- Scan goods and collect payments.
- Issue receipts, funds, changes or tickets.
- Maintain clean and tidy check out.
- Keep a report of transactions.
- Pleasantly deal with customers or ensure satisfaction.
- Prepared daily reports of sales and collections as well as inventories.

SKILLS & QUALIFICATION:

- A self-motivate individual with high level of energy and dedication in work;
- Have a good interpersonal and communication skill as well as customer service oreinted;
- Ability to maintain gracious and professional attitude even with under pressure or any stressful situations;
- Detail-oriented and resourceful in completion of assigned work task or instructions given;
- Efficient to work independently or as part of a team with supervisory skills;
- Enable to work in any shifting schedule with less supervision and provides tough level of performance;
- Above-average problem solving skills with excellent decision making toward successful ending or best result;
- Knowlegeable in planning and organizing on systematic manner;
- Good organizational skills and the ability to multi-task and prioritize in a high- volume, fast paced environment;

ACADEMIC BACKGROUNDS:

2008 - 2009	Tertiary Education: Notre Dame of Midsayap College BACHECLOR OF SCIENCE IN COMPUTER SCIENCE (UNDERGRAD) Philippines
Sy 2003	Secondary Education: Villarica National High School Philippines
Sy 1998	Primary Education: Villarica Elementary School Philippines

INTEREST:

- Travelling and discovering new things in life and career challenges;
- Cooking and preparation of some local cuisine;
- Listening music, reading book or online articles, and watching news for global updates;
- Learning advance skills, ebhancement trainings, and seminar to improve my capabilities
- Participating in social activities and surfing in internet to adopt modernization.

TRAINING AND ACHIEVEMENT:

- **BASIC FOOD HYGIENE TRAINING**
ADNH Compass
October 27, 2016
- **EMPLOYEE OF THE YEAR 2015**
Sayed Metal
February 4, 2016

CLOSING NOTE:

- I do hereby declare that all information stated herein are true, correct, and no falsification have been made to the best of my knowledge and belief. Any pertinent document or other additional information needed shall be provided immediately upon request.

Thank you for reviewing my resume and more power!

Mary Collen F. Gabato
Applicant