



**Eva Dorin Dura Torga**

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+63945 6632 378

Address: # 75 Ilaya Street Alabang Muntinlupa City

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### **Basic Information**

**Age:** 36 year's old   **Birth Date:** July 22,1986   **Gender:** Female   **Civil Status:** Single   **Nationality:** Filipino

**Height:** 155 (cm)   **Weight :** 55 (kg)   **Religion:** Iglesia Ni Cristo   **Language:** English/Tagalog

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### **Objective**

Looking for challenging positions in reputable establishments where I can apply my experience, knowledge and skills and where I can play a successful role. I have good interpersonal skills, hard working, patience and flexible.

### **Work Experience**

Mar 2018 - May 2019  
(1 Year, 2 Months)

**Flona Services WI**  
Others / Doha, Qatar

- **WAITRESS** - I welcome guest, take them to their seat, taking their orders, offering recommendations to upsell appetizer, dessert or drinks, and memorizing the menu. know which is first in and first out and knows about customer service.
- **SALESLADY/CASHIER** - Selling clothes and other fashion item in department stores, fashion boutiques and retail store, we may advise customers on fashion trends, suitable styles or colors, include, ringing up sales, register sales on a cash register by scanning the items, totalling customers purchases and bagging the items if needed.
- **CLEANERS** - know how to use any cleaning equipment such as vacuum, mops and other cleaning materials.

Oct 2016 - Apr 2017  
(6 Months, 4 Weeks)

**Bright Star Cleaning and Hospitality**  
Others / Doha, Qatar

- **SALESLADY/CASHIER** - Selling clothes and other fashion item in department stores, fashion boutiques and retail store, we may advise customers on fashion trends, suitable styles or colors, include, ringing up sales, register sales on a cash register by scanning the items, totalling customers purchases and bagging the items if needed.
- **CLEANER** - know how to use any cleaning equipment such as vacuum, mops and other cleaning materials.
- **WAITRESS** - Taking customers order, communicating with them and in the kitchen effectively, know which is first in and first out and knows about customer services.

Mar 2012 - Apr 2015  
(3 Years, 1 Month)

**Crestec Philippines**  
Lima, Batangas, Philippines  
Manufacturing / Production

- **Kitter (Manual Assembly)**
- Cleaning the table, making sure the table is empty for excess parts.
- Ordering items, receiving, counting and preparing the manuals.
- Scanning the item to Assemble correct manuals and packagin.

Jun 2011-Dec. 2011  
(6 Months, 4 Weeks)

**Epson Precision Philippines**  
Lima, Batangas, Philippines

*Manufacturing/Production*

- *Tray Ink Bottle Assembly*
- *Ordering, Receiving, Preparing and checking of the tray ink bottle*
- *Scanning, Checking and boxing of bottled ink.*

Aug 2009 - Nov 2010

**Pink Box**

(1 Year, 3 Months)

*Accessories / Festival mall, Philippines*

- *Sales lady/Cashier*
- *Drives sales through engagement of customers, suggestive selling and sharing product knowledge.*
- *Register sales on a cash register by scanning the items, itemizing and totalling customers purchases.*
- *Resolve customer issues and answer questions. Bag the items purchased if needed.*

Dec 2004 - May 2005

**Carina Apparel**

(5 Months, 4 weeks)

*Apparel / Biñan, Laguna, Philippines*

- *Trimmer and Packaging*
- *Checking of the item, cleaning by trimming excess yarn,*
- *Making sure the item is clean for packaging*

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### **Educational Attainment**

**Short Course:** *Housekeeping NCII (TESDA) Lakewood school of Alabang*

**Secondary:** *July 1999 - March 2003*      **Pedro E. Diaz High School**

**Primary:** *June 1995 - March 1999*      **Francisco De Mesa Elementary School**

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### **Government Documents**

**Passport ID Number:** *P5077203B*      **Date of issue:** *DFA NCR SOUTH*

**Date of Expiration:** *March 09, 2030*

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**Eva Dorin D. Torga**