

SHIELA MAY JAYSON



CONTACT

- ✉ Sheilajayson49@gmail.com
- ☎ +971582194376
- 📍 First security group accommodation alquoz industrial 2 united arab emirates

SKILLS

Creativity, Leadership, Teamwork, Time management, Organization, Attention to detail. Adaptability

OBJECTIVE

An organized and motivated employee capable of time management and working under pressure in all environments. To get an opportunity where I can make the best of my potential and contribute to the organization's growth. I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career

EXPERIENCE

*January
03,2022 -
Present*

customer service at dubai airport

First security group

- Deals with passenger enquiries about the flight departures and arrivals
- Assist passengers to there gate
- Tell passengers about luggage restrictions
- Help passengers with self served or check in procedure
- . Greets customers, responds to questions, and provides direction to services and resources. Assists customers with using automated baggage system and kiosks.

*March 14,
2018 -
November
30,2021*

Food counter attendant

Popeyes luisaiana

- . Taking Orders
- . Reset tables with utensils and napkins.
- . Assist early guests complaints and notify the manager immediately.
- . Sanitized floors, tables, ledges, counters.
- . Maintained awareness of menu items and special
- . Answered telephones, took and served customers' food orders; operated cash register.

*March 05,
2016 -
February 20,
2018*

Cashier

Burker king arabia

- Offers menu recommendations upon request
- Taking orders
- Collect the payment
- Serve the food and drinks order
- Collect payment by accepting cash, and cards payment
- Scan the items
- Deliver the items politely
- Issued receipt, refunds change or ticket

*March
03,2014 -
March
07,2016*

Receiving clerk

Puregold price club

- Check deliveries order, invoices and other documents to verify correctness
- Records and reject damaged items and processed return damage
- Records and reports overage shortages and discrepancies
- Organize stock and maintain inventory

*april 05,
2011 - april
15, 2014*

sales associate

G2000

- Proven ability to achieve sales goals
- Knowledge and euthusiastic about apparel fashion
- Follow procedures for dealing with specific orders
- Effective deals with customers queries and complaints

EDUCATION

2004-2008

bachelor of art major in political science
basilan state college philippine