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**Arlo Magallanes Balles Building 1-13b Al Khail Gate 1, Al Qouz Industrial area 2**

**Dubai**

**+971563642781**

**ballesarlo12@gmail.com/arloballes@yahoo.com**

# OBJECTIVE

To be a part of a company where I can have an opportunity for Growth and development, and to be able to contribute my skill and capacity in the company’s work objectives and goals.

# SKILLS

* Computer Troubleshooting
* Microsoft Word, Excel and Power Point
* Good written and oral communication skills
* Ability to work under pressure with minimal supervision
* Team leadership
* Ability to work effectively under team settings

|  |  |
| --- | --- |
|  | **PERSONAL INFORMATION**  |
| Age:  | 29 years old  |
| Date of Birth:  | October 14, 1994 |
| Civil Status:  | Married  |
| Citizenship:  | Filipino  |
|  | **WORK EXPERIENCE**  |

## Cravia LLC. UAE (Cinnabon)

Store-Incharge

Barista, Waiter, Cashier, Barista & Baker

October 14, 2017 – October 14, 2023

### Duties and Responsibilities

* Preparing and serving hot and cold drinks such as coffee, tea, artisan and special beverages.
* Cleaning and sanitizing work areas, utensils and equipment’s
* Cleaning and seating area.
* Describing menu items and suggesting products to customers.
* Speaking to customers to quickly get to the root of their problem.
* Servicing customers and taking orders.
* Ordering, Receiving and distributing stock supplies.
* Receiving and processing customer.
* A happy, friendly personality.
* Positive and approachable manner.

The French Baker Inc.

Service Crew (Baker / Kitchen)

October 05, 2013 – August 09, 2017

Making Breads (Baguette, Ciabatta etc.)

Pastries (Croissants, Danish etc.)

# EDUCATIONAL BACKGROUND

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| --- | --- |
|  |  |
| **COLLEGE:**  | Datamex College of Saint Adeline (Sucat Branch |
|   | Information Technology (I.T.)  |
|   | 2011-2013  |
| **SECONDARY:**  | Paranaque National High School ( PNHS ) |
|   | Sucat Paranaque City  |
|   | 2007-2011  |
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|   |  |
|   |  |

I hereby certainly that above information is true and correct.

 ***Arlo Magallanes Balles***

 Applicants Signature