

AMIZA CATUBIG



CONTACT

☎ +971 52 995 9804

✉ amizacatubig9@gmail.com

📍 Dubai, UAE

Visa Status: Cancelled Visa

EDUCATION

**Margos Satubig College
University**

BS Hotel & Restaurant Mgt.

2016

**Malangas National High
School**

Secondary

2014

**Malangas Central Elementary
School**

Primary

2013

SKILLS

- Customer Relationship Management Skills
- Multitasking and Time Management
- Sales and Upselling Techniques
- Attention to Detail and Cleanliness
- Effective Communication Across Roles

OBJECTIVE

To secure a challenging position in a reputable company where I can utilize my skills, experience, and dedication to contribute to the organization's success while continuously enhancing my professional growth and development.

WORK EXPERIENCE

SALES / CASHIER / RETAIL

2022 - 2024

MILKY BEE

- Provide knowledgeable answers to questions about products, pricing, and availability.
- Handle and resolve customer complaints in a professional manner.
- Process sales transactions accurately and efficiently using a point-of-sale (POS) system.
- Accept payments in cash, credit, or check.
- Issue receipts, refunds, and change to customers.
- Monitor inventory levels and alert management when stock is low.
- Assist in receiving and verifying merchandise shipments.
- Communicate effectively with coworkers and management to ensure smooth operations.

BARISTA / CASHIER

2021 - 2022

BUBEE DRINKS

- Skillfully crafting an array of bubble tea concoctions.
- Maintaining quality and consistency in beverage preparation, while delivering exceptional customer service and upholding cleanliness standards in a lively and dynamic cafe environment.
- Process sales transactions accurately and efficiently using a point-of-sale (POS) system.
- Accept payments in cash, credit, or check.
- Issue receipts, refunds, and change to customers.

WAITRESS

2020 - 2021

961LLC

Providing prompt and courteous service to guests, accurately taking orders, delivering food and beverages efficiently, and ensuring a positive dining experience while adhering to food safety and cleanliness standards in a bustling restaurant environment.

SALES EXECUTIVE

2017 - 2018

SHOE STORE

Proactively identifying and pursuing new business opportunities, cultivating client relationships, negotiating contracts, and achieving sales targets while providing exceptional customer service and representing the company with professionalism and integrity.