



JEAN QUEVEC

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Address: Al Satwa, Dubai, UAE

Key Strength

- Cheerfulness & Interpersonal Skills
- Verbal & Written Communication Skills
- Teamwork & Collaboration Skills
- Endurance & Efficiency
- Good Service Skills
- Friendliness & Personability
- Hygiene & Presentability
- Physically fit & Energetic
- Hardworking & good patience

Personal Details

- Date of Birth: October 14, 1997
- Gender: Female
- Nationality: Filipino
- Civil Status: Single
- Language: English, Filipino
- Visa Status: Employment Visa

Education

- **1st Year College in Business Management Course**
City of Malabon University
2014 – 2015
- **High School Graduate**
2010 - 2014

Career Objective

To be associated in your company wherein my knowledge and experience and aptitude can be applied for the future development and to obtain a challenging position in my field that will be beneficial not only for myself but as well to the company that I'm going to serve

Work Experience

🚦 CASHIER DONER AND GYROS., MARINA MALL, DUBAI - UAE July 26, 2022 – Present

Duties & Responsibilities

- Greeted customers warmly upon arrival and provided a positive impression.
- Accurately processed customer orders and payments using the point-of-sale (POS) system.
- Handled cash transactions, processed credit/debit card payments, and provided accurate change.
- Managed reservations and seating arrangements during peak hours.
- Addressed customer inquiries and concerns in a professional and manner.
- Collaborated with the kitchen and waitstaff to ensure efficient order delivery.
- Balanced cash drawer at the end of each shift, reconciling discrepancies and maintaining accurate records.

🚦 WAITRESS / CASHIER HAILA CHUAN CUISINE, METRO WALK PASIG CITY - PHILIPPINES JUNE 2017 - 2019

Duties & Responsibilities

- Greeted customers, provided menus, and took food and beverage orders
- Provided recommendations and answered customer inquiries about menu items
- Entered orders accurately into the POS system and ensured prompt delivery to the kitchen
- Served food and beverages to customers in a timely and professional manner
- Handled cash, credit card, and digital payments, and processed transactions accurately
- Maintained cleanliness and organization of cash register area
- Collaborated with kitchen staff to ensure smooth order flow and customer satisfaction
- Addressed customer concerns and resolved issues promptly and courteously
- Assisted in opening and closing procedures, including cash reconciliation and reporting

Declaration

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

JEAN QUEVEC