



MICAH KAYE D. ENAJE

Al Owais building blk B Al Rigga, Dubai

+971552487145

micahkayeenaje@gmail.com

OBJECTIVE

Seeking for a career to apply my knowledge and to enhance my skills to an environment that gives equal career opportunities based on skills and performance.

EXPERIENCE

Doner and Gyros- Cashier

June 2023 – December 2023

- ▣ Reconciled cash drawer at the start and the end of each shift, accounting for errors and resolving for discrepancies.
- ▣ Help customers to complete purchase, locate items and join reward to promote loyalty, satisfaction and sales number.
- ▣ Process POS transaction, including cash and credit purchases or refunds.
- ▣ Maintain knowledge of store promotions and highlight sales to customer.
- ▣ Maintained supply levels in counter and customer areas to meet typical demands.
- ▣ Consistently met upsell goals by highlighting target merchandise with strategic promotional approaches.
- ▣ Sending email of sales report to the main office.

Tutor- Bahrain

May 2021- May 2023

- Organize creative activities and educational games.
- Preparing lessons, units and projects to complete learning objectives.
- Establishing and communicating clear objectives for lessons, units and projects.
- Adapting teaching methods and materials to meet the interests and learning styles of student..
- Encouraging students to explore learning opportunities and career paths.

Jollibee Food Corporation- Service crew cum Cashier

January 2019- January 2021

- Time Management
- Excellent customer service
- Communication skills
- Problem solving skills
- Proper food handling methods
- Interpersonal skills
- Multitasking skills and food preservation
- Attention to Detail.
- Active Listening Skills.
- Customer Service.
- Building Customer Loyalty.
- Positive Attitude.
- Teamwork.
- Time Management.
- Interpersonal Skills.

Housekeeping

September 2017- December 2018

- To maintain a high standard of cleanliness and hygiene within the home and ensure that there is an adequate supply of clean linen, towels and Resident's personal clothing.

Vantage International- Sales Representative

March 2016- April 2017

- Present, promote and sell products.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.

Jollibee Food Corporation- Service Crew cum Cashier

November 2012- May 2013

- ☐ Time Management
- ☐ Excellent customer service
- ☐ Communication skills
- ☐ Problem solving skills
- ☐ Proper food handling methods
- ☐ Interpersonal skills
- ☐ Multitasking skills and food preservation
- ☐ Attention to Detail.
- ☐ Active Listening Skills.
- ☐ Customer Service.
- ☐ Building Customer Loyalty.
- ☐ Positive Attitude.
- ☐ Teamwork.
- ☐ Time Management.
- ☐ Interpersonal Skills.

EDUCATION

Tertiary- DIVINE WORD COLLEGE OF LEGAZPI

2010-2013

SECONDARY – ST. AGNES ACADEMY

2005-2008

BICOL COLLEGE

2008-2010

PRIMARY- ST. AGNES ACADEMY

1997-2005

AWARDS, ACKNOWLEDGEMENTS AND TRAINING

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- ☐ ALS Basic and Advance baking
 - ☐ Certificate for Best cashier
 - ☐ Basic food safety training

SKILLS

- ☐ Computer literate
- ☐ Critical thinking
- ☐ Attention to detail
- ☐ Time Management
- ☐ Teamwork
- ☐ Adaptability
- ☐ Customer service
- ☐ Research
- ☐ Communication