

Curriculum Vitae

MICHELE B. SILVESTRE

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Dubai, UAE



POST APPLIED FOR ANY SUITABLE JOB

CAREER OBJECTIVE

Reliable and efficient professional with 3 years of experience in office administration, providing comprehensive support as both office assistance and office staff. Skilled managing office operations, handling documentation and ensuring effective communication across departments. Eager to bring strong organizational skills and a proactive approach to your team.

EDUCATION QUALIFICATION

- **BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION**
Mariners Polytechnic Colleges Foundation
RAWIS, Legaspi City, Philippines
2002-2007

TRAININGS & SEMINARS ATTENDED

- **BASIC TRAINING: SAFETY TRAINING, CERTIFICATE AND WATCH-KEEPING**
- **SIMS (SOUTHERN INSTITUTE OF MARITIME STUDIES-MNL)**
 - Fire Prevention & Fire Fighting (AUGUST 2024) (16.0 HOURS)
 - Elementary First AID, (AUGUST 2024) (16.0 HOURS)
 - Personal Survival Techniques (AUGUST 2024) (16.0 HOURS)
 - Personal Safety and Social Responsibility (AUGUST 2024) (16.0 HOURS)

WORK EXPERIENCE

- | | |
|-------------|----------------------------------|
| Company | M/Y UNPLUGGED 42.6 METERS |
| Designation | YACHT STEWARDESS |
| Duration | SEPTEMBER 2024-OCTOBER 2024 |
| | PART- TIMER |
| | DUTIES AND RESPONSIBILITY |

 - RESPONSIBLE IS TO MAINTAIN THE INTERIOR OF THE YACHT AND PROVIDE THE HIGHEST STANDARD OF CARE TO THE OWNERS AND GUEST.
 - CABIN PREPARATION AND DETAILING TO A VERY HIGH STANDARD, LAUNDRY SETTING TABLES, ARRANGING FLOWERS, AND CLEANING ALL AREAS OT THE INTERIOR OF THE YACHT.
 - TAKING DIRECTION FROM THE CHIEF STEWARDESS, YOU WILL NEED A KEEN EYE FOR ATTENTION TO DETAILS, BE ABLE TO LEARN NEW SKILLS QUICKLY AND BE CONFIDENT IN YOUR ABILITY AND PERFORM ANY JOB IN EXEPTIONAL MANNER. WHEN GUEST OR OWNER WAS ON BOARD YOU WILL SERVE FOOD AND DRINKS, PREPARE BEACH PARTIES, PACK AND UNPACK LUGGAGE AND BE ON CALL FOR ANYTHING THAT THE GUEST WANT ANYTIMR DAY OR NIGHT.

- DETERMINE TO FULLFILL ASSIGNED TASKS.
- SETTING STEWARDESS SCHEDULE FOR GUEST SERVICE AND CLEANING, INTERIOR CLEANING AND MAINTENANCE.
- LIASON WITH GUEST AND SERVICE – MEAL AND BARTENDING, ASSISTING WITH LINES AND FENDERS ON DECK. INDEPENDENT AND HARDWORKING, FLEXIBLE IN DEALING WITH DIFFERENT TYPES OF PEOPLE.
- TRAVEL FOR LONG PERIODS TIME OFFSHORE. FOLLOWED COMPANY PROCEDURES TO MAINTAIN THE ENVIRONMENT IN A NEAT AND ORDERLY OPERATIONS.
- MAINTAIN CLEANLINESS AT THE WORK STATION.
- GREETING GUESTS AND ESCORTING THEM TO THE TABLE, SERVING GUEST WATER AND OTHER REFRESHMENTS.
- REFILLING GLASSES AND CLEANING EMPTY PLATES.
- CLEANING AND WASHING DIRTY DISHWARE AND UTENSILS.

➤ COMPANY
Designation
Duration

PANADERO PASTRY SHOP
SALES AND CASHIER
OCTOBER 2024-DECEMBER 2024
PART-TIMER
DUTIES AND RESPONSIBILITY

- PROVIDES EXCELLENT CUSTOMER SERVICE.
- GIVING CUSTOMER SATISFACTION.
- GREET CUSTOMERS
- MAKE SUGGESTION BASED ON THEIR PREFERENCE. TAKE AND SERVE FOOD/DRINKS ORDERS.
- RECEIVING AND COLLECTING PAYMENTS.
- GIVE ACCURATE CHANGE FOR THEY PURCHASE.

➤ COMPANY
Designation
Duration

KINTETSU WORLD EXPRESS
ACCOUNTING STAFF
JUNE 2022 – JUNE 2023
➤ ENCODING ACCOUNTING TRANSACTION ON BOOKS OF ACCOUNT.
➤ PROCESS BILLS PAYMENT.
➤ TRANSIT IMPORTANT DOCUMENTS

➤ COMPANY
Designation
Duration

COMMERCIAL FREIGHT SHARP INC
OFFICE STAFF
JUNE 2021 – JUNE 2022

➤ COMPANY
Designation
Duration

SUCCESS VENTURE CUSTOMS BROKERAGE
OFFICE STAFF
MAY 2020 - MAY 2021
➤ PERFORM BILLING AND INVOICING.
➤ CHECKING & MONITORING A DAILY ARRIVAL OF THE SHIPMENT AND INFORM TO THE CONSIGNEE.
➤ REVIEW, VERIFICATION & RECONCILIATION OF SHIPPING DOCUMENTS
➤ PROVIDE ACCURATE & UPDATYED VESSEL SCHEDULE TO THE SHIPPER
➤ ASSISST IN LOADING / UNLOADING, SORTING AND STOCKING.
➤ MAINTAINING THE OFFICIALS FILES.
➤ CARRY OUT CLERICAL WORK INCLUDING TYPING, SENDING MAILS, EDITING DOCUMENTS AND ANSWERING PHONE CALLS FOR THE FORWARDING DEPT.

PERSONAL SKILLS

- ✓ Good communication and inter-personal skills.
- ✓ Willingness to learn.
- ✓ Very Energetic result oriented and organized.
- ✓ Efficient and well behaved person.
- ✓ Able to do any kind of related works.

COMPUTER SKILLS

- ✓ Basic Computer knowledge
- ✓ Microsoft Office (Word, Excel, PowerPoint etc.)

PERSONAL INFORMATION

Full Name : MICHELE B. SILVESTRE
Passport No : P0136020C
Visa Status : Canceled Visa

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

REFERENCE

CAPTAIN ROMULO JR. GLODOVIZA
M/Y UNPLUGGED
PORT RASHID MARINA
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