



ABOUT ME

I am an enthusiastic, self-motivated and committed individual. I am keen on learning new things and interacting with people. My abilities thrive in challenging situations. I can easily adapt to different circumstances and can both work effectively as part of a team or as a leader. I have a lot of respect for people and their opinions and I am a good listener. If given a chance I shall prove myself as a worthwhile asset to my employer.

SKILLS

- COMPUTER KNOWLEDGE
- GOOD COMMUNICATION SKILLS
- MULTI-TASKING
- QUICK LEARNER
- FLEXIBLE AND HARDWORKING
- TIME MANAGEMENT
- ATTENTION TO DETAILS AND GOOD LISTENER
- INITIATIVE.. PUNCTUAL
- POSITIVE ATTITUDE

LANGUAGES

- ENGLISH
- TAGALOG
- ARABIC

PERSONAL DETAILS

Date of birth
22/11/1988

Nationality
Filipino

Visa status
Visit Visa

Marital status
Married

MARILYN LAGADAY

HOUSEKEEPER / WAITRESS / SECRETARY / RECEPTIONIST / SALES COORDINATOR

- Union, Al rigga, Dubai, 00000, United Arab Emirates
- 0542389959 (WhatsApp)
- marilagaday34@gmail.com

WORK EXPERIENCE

SHRIMP POT RESTAURANT LLC
Dubai , AL Jaddaf
Jan 2023 - Feb 2025

Waitress cum Customer Service

- Greeting Guests/Customers
- Offer menu recommendations upon request. Take accurate food and drinks orders using a POS ordering software
- Answering queries and concerns about a company's products or services.
- Processing orders and transactions.
- Resolving issues and handling customer complaints.

VIRTUS SFO - DMCC
Dubai
Dec 2021 - Dec 2022

Receptionist cum Office Assistant

- Greeting visitors, Serving coffee and tea as they wait
- Maintain calendars for appointments Sorting mails, answering phone calls
- Administrative tasks, Inventories of materials and supplies
- Maintaining cleanliness of the office areas and pantry

LEIVA RESTAURANT & CAFE (PART-TIME)
Dubai
Aug 2021 - Nov 2021

Waitress

- Greeting guests, Taking reservations, Managing wait-list, Seating guests & distributing menus, Clearing up tables, Taking payments and preparing bills

PRIVATE/DIRECT HIRE
Kingdom Of Saudi Arabia (KSA)
Feb 2019 - Aug 2021

House Keeping

- Doing household chores, Keeping the house clean and tidy all the time, Washing clothes and ironing, Cooking

YEEKA MARKETING (LED LIGHTS - WAREHOUSE)
Malabon, Philippines
Jul 2016 - Aug 2018

Sales Coordinator / Secretary

- Doing administrative tasks and Computer works
- Answering calls, Taking messages and handling correspondence
- Managing customer files and documents in the office, Preparing invoices and delivery orders
- Communicate and provide best options to solve customer's problems related to products, services and arrangements
- Making inventory of stocks

EDUCATION

NATIONAL POLYTECHNIC INSTITUTE
Philippines
2007

Hotel & Restaurant Management

- Undergraduate

HOBBIES

READING BOOKS, WATCHING MOVIES, SINGING