



MITCHEL C. YBANEZ

I am seeking a challenging position in a dynamic and well-reputed organization that offers good opportunities and a positive working environment. I aim to build my knowledge, experience, academic, and professional capabilities, and to achieve the best results through teamwork and professional brilliance.

Contact

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Address
Dubai, United Arab Emirates

Skills

- Proficient in Microsoft Excel, Word, and Social Network
- Efficiency of Managing Multiple Tasks
- Goal Oriented and Self-Motivated
- Patience and Tolerance

Personal Details

- Date of Birth : April 29, 1983
- Martial Status : Married
- Nationality : Filipino
- Religion : Roman Catholic
- Visa Status : Cancelled Visa

Language

English

Tagalog

Cebuano

Experience

○ **October 14, 2020 - April 2024**
MBM Samani Sweet Factory LLC

Packaging / Wrapping

- Follow company packing procedures and standards.
- Handle inventory with care and attention to detail.
- Adhere to safety programs and compliance for a safe work environment.
- Follow company safety policies and procedures, and encourage other associates to do the same.
- Ensure product orders are packed and moved carefully.
- Work at different stations as production requires.
- Inspect, weigh, and package products.

○ **April 2019 - April 2020**
Patchi LLC at Dubai, UAE

Designer

- Prepare the chocolates according to required orders.
- Prepare the boxes/containers needed.
- Arrange the chocolates according to the design required by the customer.
- Make customized ribbons and decorations accordingly.
- Keep the orders ready for delivery to customers and shops.
- Ensure that the job is finished before the target date with maximum efficiency, as orders are in volume quantity.

○ **February 2017 - February 2019**
Powerhouse Cleaning Services at Dubai, UAE

Cleaning Worker

- Sweeping or vacuuming floors.
- Mopping floors with a wet or damp towel.
- Emptying waste bins or similar receptacles, transporting waste material to the designated collection point.
- Dusting the furniture.
- Cleaning windows and glass doors.
- Cleaning toilets, urinals, hand basin, sink, bath, shower, and bathtub.

○ **November 2014 - November 2016**
Fulla CleaningCompany at Dubai, UAE

Cleaning Worker

- Sweep or vacuum floors.
- Mop floors with a wet or damp towel.
- Empty waste bins or similar receptacles, transporting waste material to the designated collection point.
- Dust the furniture.
- Clean windows and glass doors.
- Clean toilets, urinals, hand basins, sinks, baths, showers, and bath tubs.

Experience

○ January 2013 - March 2014

Dohera Hotel at AC Cortes Avenue, Mandaue Cebu City

Receptionist

- Deliver excellent service at all times.
- Assist in keeping the hotel clean and tidy at all times.
- Attend to guest needs promptly and professionally.
- Administer all reservations, cancellations, and no-shows in line with company policy.
- Fulfill all reasonable requests from guests to ensure their comfort and satisfaction.

○ September 2008 - February 2009

Gaisano Group of Companies in Philippines

Cashier / Saleslady

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments, whether in cash or credit.
- Issue receipts, refunds, change, or tickets.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them, and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report any discrepancies.

Education

Cebu Institute of Technology

2001-2004

Bachelor of Science in Information

Technology BSIT

Undergraduate

Naga National High School

1996 - 2000

Secondary

Graduate

Cepoc Central School

1990 - 1996

Primary

Graduate