

# Suzette P. Regio

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## **CAREER OBJECTIVES**

To work and be part of a company where I can apply my knowledge and skills and gain competence as I prepare for greater duties and responsibilities. To be an active part of an organization that opens the door for career growth and professional development.

## **QUALIFICATIONS/SKILLS**

- Can handle assigned tasks independently and responsibly.
- Positive personality, hardworking temperament, perfect physical & mental health condition.
- Can work under pressure.
- Can work under minimum supervision.

## **WORK EXPERIENCE**

Ahla Tallah Grand Gourmet Restaurant

Dubai marina UAE

April 2021- Present

Head Cashier / Waitress

- Welcomes guest by greeting them, in person or on the telephone.
- Communicate and assist the customers in any way possible and as the customers may require.
- Assist waiters/ waitress in taking guest orders and make sure that the food are serve properly and on time.
- Check the guest to be able for them to feel that they are special.
- Checking the right bill give In to the customers.
- Closing the cash and card machines properly.
- Giving report about sales, discounts and voids occur on the day.
- Maintains the cleanliness of the restaurant.

### **First Cup Masaya Restaurant**

Dubai, UAE

March 2019 - march 2021

***Cashier***

### ***Jafra Lebanies Restaurant***

Dubai, UAE

November 2018 -February 2019

***Cashier and waitress***

### **Local Employer**

Dubai, UAE

October 2017 – October 2018

***Servant***

**Walter Mart Calamba**

Calamba City, Philippine

February 2017 – August 2017

***Sales Lady / Cashier***

**Local Employer**

Riyadh, KSA

August 2015 – January 2017

***Domestic Helper***

**Pepmaco Mfg. Corp**

Philippines

August 2013 – June 2015

***Material Handler***

**EDUCATIONAL ATTAINMENT*****Secondary***

*Palo Alto National High School*

*2001*

**PERSONAL PROFILE**

**Date of Birth :** December 16, 1983  
**Place of Birth :** Mayapa, Calamba City, Laguna  
**Height :** 5'1"  
**Nationality :** Filipino  
**Passport No. :** P2039089A

*I hereby certify that the above information is true and correct to the best of my knowledge*

**SUZETTE P. REGIO**