



JONNAFE G. CAJILIG

Contact #:

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Address: Jumeirah Village Circle, Dubai

Objective:

To gain challenging work experience where I can be a part of the success of a dynamic and innovative organization.

Personal Information:

Date of Birth: October 16, 1993

Religion: Islam

Nationality: Filipino

Status: Single

Height: 5"

Age: 31

Visa Status: Employment

Skills:

- Microsoft Word
- Excel
- Proficient in English and Filipino

Educational Background:

Technical Educational Skills Development Authority (TESDA)

Bread and Pastry Production - NCII

Food and Beverage Services – NCII

Work Experiences:

Receptionist cum Cashier

Upgrade Barbershop Gents Salon

JVC, Dubai UAE

February 2023 – Present

- Greet and welcome clients.
- Schedule, reschedule, and confirm appointments.
- Answer client questions about services and pricing.
- Maintain client records and ensure confidentiality.
- Answer phone calls and emails.
- Keep the waiting area clean and organized.
- Promote salon services and special offers.
- Handle customer complaints professionally.
- Check clients in and update their records.
- Provide information about services, pricing, and availability.
- Process payments (cash, card, digital).
- Provide receipts for payments.
- Balance the cash register at the end of the shift.
- Prepare invoices when needed.
- Manage petty cash and track expenses.
- Keep accurate records of all transactions

Receptionist cum Manicurist

Lucky Signature Gents Salon

JVC, Dubai UAE

February 2021 – January 2023

- Provide excellent customer service and ensure client satisfaction.
- Assist with maintaining salon cleanliness, including the reception area and manicure stations.
- Help other salon staff when needed, such as assisting barbers with appointments or client needs.
- Provide manicure services to clients, including nail care, cleaning, trimming, shaping, and polishing.
- Offer additional services such as hand massages or nail art, based on client preferences.
- Ensure hygiene and sanitation of tools and workstations.
- Keep track of inventory for nail care products and supplies.

Cashier cum Service Crew

Chowking

Las Pinas, Philippines

January 5, 2019 – December 30, 2020

- Process customer payments (cash, card, or digital).
- Provide receipts and ensure accurate transactions.
- Handle customer inquiries regarding billing and charges.
- Balance the cash register at the end of each shift.
- Maintain accurate records of all financial transactions.
- Assist in managing the restaurant's petty cash.
- Provide excellent customer service to ensure a positive dining experience.
- Work closely with kitchen and management to ensure smooth operations.
- Help with inventory and restocking supplies.
- Assist in maintaining restaurant cleanliness, including floors, tables, and restrooms.
- Ensure food safety and hygiene standards are met at all times.