

KELLY YANZON HERNANDEZ

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Deira Dubai, UAE

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E-mail Address : kellyjam24@yahoo.com
Date of Birth : August 30, 1980
Place of Birth : Legazpi City, Albay, Philippines
Nationality : Filipino
Civil Status : Single
Visa Status : Employed



OBJECTIVE

- To be able to utilize my skills, potential for growth, where I can utilize my knowledge and exceptional skills. Making a positive impact in the work place environment, while excelling at my daily job responsibilities.

JOB PROFILE

- Reputations as a hardworking, reliable, dependable and accountable employee.
- Honest and can be trusted at all times.
- Fast learner, quickly incorporate and implement new procedures
- Can work efficiently with or without supervision and in a fast paced environment.
- Flexible, strong and can do multi-tasking.
- With solid work ethics and principles, commitment to do what is right in accordance with the company's rules and regulations.
- Coaching, motivating and helping to develop colleagues.

WORK EXPERIENCE

Butcher
Organic Foods and Cafe
(Al Accad Department Stores Branch)
Al Qouz, Dubai, UAE

November 24, 2014 - Present

- Preparing meat in accordance with laid down procedures.
- Reducing meat wastage wherever possible.
- Receiving deliveries of meat and checking their content and hygiene.
- Cutting, boning, and trimming meat according to customer's specification.
- Marinating, curing, smoking and cooking the meat according to cooking temperatures.
- Planning for seasonal changes and reacting accordingly.
- Monitoring temperatures according to HACCP principles.

Lottery Teller
Philippine Charity Sweepstakes Office
Suzette Morato Lotto Outlet
Legazpi City, Philippines

October 10, 2010 – August 31, 2014

- Operates lotto machine and sells lotto tickets.
- Handles Customer's inquiries about lotto games.
- Maintains Cash balance and Daily Transactions.
- Doing Weekly and Monthly Sales reports.

Office staff
Quantum Amusement Corporation
Mandaluyong City, Philippines

April 10, 2005 – August 08, 2010

- Compile, Copy, Sort and File records of office activities, business and other activities.
- Operate Office machinery such as copier and fax machine.
- Perform additional general duties such as assisting staff with their specific work when required.

Merchandiser
Prime Seller Distribution
Legazpi City, Philippines

October 26, 2001 – January 23, 2005

- Responsible for displaying the products assigned to the selling area
- Doing daily inventory of stocks
- Cleans the gondola and displayed products
- Ensure correct pricing
- Ensure proper stocking
- Doing weekly and monthly reports
- Encoding daily transaction in company system database.

ACADEMIC PROFILE

College	: AQUINAS UNIVERSITY OF LEGAZPI Degree in Bachelor of Science in Business Administration (BSBA) Major in Marketing 1997 – 2001	Legazpi City, Albay, Philippines
Secondary	: MABA COMPUTER ORIENTED HIGH SCHOOL 1993 – 1997	Legazpi City, Albay, Philippines

SKILLS

- Computer literate with knowledge on Microsoft office and windows operating systems.
- Working knowledge of ERP
- PC troubleshooting.
- Experienced with various office works
- Basic Automotive troubleshooting.
- Cooking.
- Basic maintenance of any equipment.

