



ANALIZA CAYPUNO CORPUZ

Head Waitress

• Cultured • Dedicated • Positive • Charismatic • Ambitious

CONTACT

Bu Hadeeth Street, opp. Mussafah Bus Station. P-201, C-109 7th Floor Apt.No.703 Mussafah M12 Abu Dhabi City, United Arab Emirates.

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SKILLS

Teamwork
Creativity
Supervising
Innovation
Communication
Motivation

Web Designer
Web Developer

SOFTWARE

MicroSoft Office
Photoshop

HOBBIES

Travelling, Researching, Watching, Reading and Coming up with new ideas for the Development of Business of the Establishment.

PERSONAL DETAILS

Date of Birth: 2nd August 1991
Nationality: Filipino.
Religion: Roman Catholic
Language: Tagalog – Mother tongue,
Malay – Basic, English – fluent (reading, writing).
Marital Status: Single.
Passport no.: P0653910B
Date of Issue: 13 FEB 2019
Date of Expiry: 12 FEB 2029

REFERENCES

Melvin Olivas
Holiday Inn Hotel
Restaurant Supervisor
+971 54 738 1463

Jaky Bebel
Al Shaya Group
Head chef
+971 50 241 4860

Asoor Desthakeer
Emirates Palace
Restaurant Manager
+971 50 818 2857



About Me: Self-motivated, can work individually as well as Team player, like to endeavor challenges, very fast learner and gets along with colleagues very fast. My Belief in “Hard work pays back” bought me up till here”. Confident, focused, hard working. I believe in “Never Give” up principle. Can work in busy schedules. I believe in delivering good quality and quantity of work.

EDUCATION:

- Elementary:** Ignacio B. Jurado Elementary School, Philippines.
June 1997 – March 2003.
- Secondary:** Western Cagayan School Arts and Trade, Philippines.
June 2004- March 2008.
- Tertiary:** Bachelor of Elementary Education (BEED)
Cagayan State University- Lasam Campus, Cagayan Valley, Philippines.
June 2008 to April 2009.
- Vocational:** Computer Hardware Servicing National Certificate II
Advanced Competencies Technological
Manpower Academy (Actma) Inc. - Caloocan City, Philippines
October 2014 – January 2015.

PROFESSIONAL EXPERIENCES:

- HOLIDAY INN HOTEL**
Abu Dhabi, United Arab Emirates.
POSITION: CAPTAIN WAITRESS
September 30, 2020 to Present
- EMIRATES PALACE**
Abu Dhabi, United Arab Emirates.
POSITION: WAITRESS
January 20, 2020 to September 30, 2020
- SHAKESPEARE AND CO.**
(Café Restaurant – Pâtisserie – Chocolates – Catering).
Abu Dhabi, United Arab Emirates.
POSITION: CAPTAIN WAITRESS
October 2015 to December 17, 2019.
- BAN HING ENTERPRISE SDN BHD**
Kuala Lumpur, Malaysia
POSITION: ADVERTISING PROMOTION / SALES AGENT
September 09, 2012 to March 15, 2014.
- COLLEZIONE C2**
Manila, Philippines
POSITION: SALES ASSOCIATE
August 6, 2011 to June 6, 2012.

Duties and Responsibilities as a Captain/Head Waitress:

- Perform all necessary tasks to service Food & Beverage according to the standard of performance manual of the Hotel
- Acquire in depth knowledge of the Food & Beverage menu of the assigned outlet in order to assist and provide advice to Guests
- Consistently monitor quality of Food & Beverage being served
- Practice good customer relations and attend to customer complaints / queries satisfactorily
- Responsible for all service preparations before, during & after the service (mis-en-place & mis-en-scene)
- Ensure minimum wastage, breakage and spoilage.
- Actively use up selling techniques to exceed Guest expectations and increase revenue
- Comply with the hotel environmental, health and safety policies and procedures
- Taking over the Lead in the absence of the Restaurant Supervisor.
- Conducting inventory in the Bar and Pastry Department.

Duties and Responsibilities as a Sales Associate & Advertising Promotion:

- Multitasking and included of Making Catalogs/Brochure and Posting it to the website.
- Creating strategy to promote and advertise the new products and attract the potential customers.
- Answering customer inquiries regarding products and services.
- Co-ordinate with accounts receivable team in collecting the balances.
- Manage, monitor and schedule customer appointments with the sales team.
- Dealing with the customer inquiries and requirements, by scheduling a meeting with them and explaining them further about their required products.
- Setting up promotional material and displays.
- Be well informed about the products information and specifications.
- Always Emphasizing on Selling relevant products to our customers by maintaining a neat and effective communication and Persuade our customers to buy the products.