



## Leah S. Rodriguez

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### Objective

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To obtain a position and experience that will further enhance my potential and collaboration within the team in establishing a successful career objective and to constantly upgrade my knowledge and skills

### Experience

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- **Burger Machine- Amang Foods Corporation** January 25, 2007 - July 10, 2007  
Service Crew
  - Making and serving food and beverages.
  - Providing excellent wait service to ensure satisfaction.
- **Wheeltex Motorsales Corporation** October 12, 2011 - January 6, 2017  
Accounting Staff
  - Receiving and recording documents from 11 branches.
  - Distribution of received documents to Bookkeeping, Registration, Supplies, Second Hand and Brand New Inventory, Receivables, CI Collection, Auditing And HR Department.
  - Filing of Daily Cash Receipt and Daily Cash Disbursement, Cash Vouchers, Deposit Slips, Transmittal.
  - Updating of daily work reports.
  - Preparation of Bookkeeper's and Cashier evaluation for the month.
  - Protect organization integrity by keeping firm and client information confidential.
  - Contribute to team effort by accomplishing related results as needed.
  - Perform administrative task as may be required from time to time.
- **Aroma Time Cafe Co.LLC (Papparotti Cafe)** March 7, 2017 - January 16, 2019  
Waitress/Barista/Cashier- Dubai, UAE
  - Providing excellent wait service to ensure satisfaction.
  - Taking customer orders and delivering food and beverages.
  - Making menu recommendations, answering questions and sharing additional information with restaurant patrons.
- **Al Bustan Centre and Residence** January 21, 2019 - January 16, 2020  
Waitress/Barista/Cashier/Order Taker-Dubai,UAE
  - Providing excellent wait service and ensure satisfaction
  - Taking customer orders and delivering food and beverages.
  - Making menu recommendations, answering questions and sharing additional information with restaurant patrons.
  - Handles the safe keeping, recording, collection of all keys and pagers held in the housekeeping office to ensure a safe and secure work environment.

### Education

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- **Araullo University** 2007-2011  
Bachelor of Science in Business Administration Major in Financial Accounting
- **Nueva Ecija University of Science and Technology** 2004-2006  
Bachelor of Science in Nursing
- **Araullo University** 2000-2004  
High School Diploma

### **Skills**

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- Adapt quickly to changes and challenges on the job.
- Able to work independently
- Able to do work other various duties as assigned and as needed
- Computer Literate( SAP, Microsoft Word and Excel )

### **Achievements & Awards**

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- Best Feasibility Study Group SY 2010 to 2011 Given by Araullo University
- Employee Of The Month September 2014 Given by WMC Head Office
- Employee Of The Month February 2015 Given by WMC Head Office
- 5 Years Of Loyalty Award December 18, 2016 Given by WMC
- Best Employee Of The Month May 2018 Given by Papparoti Cafe-Dubai

### **Personal Details**

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- Date of Birth : 02/10/1987
- Marital Status : Single
- Nationality : Filipino

### **Additional Information**

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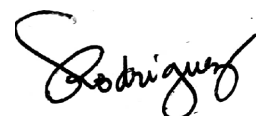
Seminars and Trainings Attended:

F.G Valino Accounting and Tax Advisors  
November 24, 2010 to March 2, 2011  
On The Job Training

BOECKER- L2 Award in Food Safety Basic Food Hygiene Course and Examination  
December 13, 2017  
Dubai, UAE

Health & Safety Orientation  
January 22, 2019  
Al Bustan Centre & Residence Dubai, UAE

Handling Complaints Training Program  
March 17, 2019  
Al Bustan Centre & Residence Dubai, UAE



LEAH S.RODRIGUEZ