***OBJECTIVE:***

To provide competent and quality expertise to the company in the field of Hotel and Restaurant, as well as to contribute to the achievement of the organizational goals with utmost dedication and professionalism.

***KEY QUALIFICATION:***

* To apply the knowledge I learned, which would fit my qualification and to join the organization where I will be use my skills and to prove my knowledge and capabilities along with the training I had on my chosen career.
* Hardworking, competent, diligent, flexible, goal-oriented, versatile, and complements academic and technical knowledge and ability with passion and zeal, easy to learn from formal lecture or by observation.
* Works independently and as a cooperative team member. And as a team player, has ability to take lead of the working team to be able to meet the desired objectives and target.
* Can adopt quickly in assigned job, has the initiative to learn the job in addition to formal training

***EDUCATION ATTAINMENT:***

***Bachelor of Science in Hotel and Restaurant Management***

Bataan Peninsula State University

Philippines, Sy 2014

***CAREER AT GLANCE:***

**Customer Service/Waitress*, MAX’S* Restaurant, Bataan Philippines,2015.**

* Welcomes guest and make them comfortable and ensure that everything is going well.
* Offers menu, describes to them appropriately and take food orders.
* Deliver beverages and food in a timely manner.
* Refill beverages throughout the meal and clear dirty dishes from table.
* Deliver guest’s bill and thank them for dining at the restaurant.
* Work with other servers and be a team player.
* **Office Clerk, Plaza Hotel, Bataan, Philippines, 2014**
* Responsible for performing clerical and administrative duties in an office setting.
* Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies.
* Schedule meetings and conference rooms.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Help organize office activities.
* Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid.
* **Front Desk, Crown Royale Hotel, Bataan Philippines,2014.**
* Ensure that the guests are made comfortable and kept informed of the status of their orders or wait times.
* Monitoring the open dining sections of the restaurant for empty and cleaned tables.
* Responsible for answering the telephone, booking reservations and moving tables together to accommodate large parties.
* Ensuring the safety and well being of the guest.
* Responsible for checking guest occupancy and verifying that rooms have been vacated.
* Report any inconsistencies to the executive housekeeper and initiate requests for maintenance work.
* Arrive at work on time for brief meeting with the housekeeping supervisor regarding updated on ongoing hotel activities and provided with the room assignments.
* Receive a log that includes every room to complete before they leave each day.

***TRAININGS:***

*Front Office, Room Attendant, Food and Beverage Buena Casa Hosteria, Philippines,2012-2013.*

***PERSONAL PROFILE:***

*Date of birth :* October 31, 1993

*Civil Status : Single*

*Citizenship : Filipino*

*Height : 5’3’’*



**Gulfjobseeker.com CV No:** **1465044**