**Date of Birth: 26 December 1993**

**Profile:**

A flexible and motivated person with favorable skills experienced in working with multi-national workforce in a high profile company. Demonstrated skills in administration,education, sales, hotel and hospitality operations. Ability to complete given tasks to the highest standard through ability to perform efficiently under considerable pressure. Good communication and capability to reach people through inter personal skills in a positive manner. An ambitious individual with a flexible approach and a committed attitude.

**Skills:**

* Data Entry & Record Keeping
* Office Clerk / Administrative Skills
* Teaching & Education
* Merchandising
* Inventory &Purchasing
* Hotel & hospitality operation skills
* Costumer service skills
* Good planning capacity
* Knowledge in MS Office Word, Excel, PowerPoint, Outlook
* Effective Oral and written communication skills
* Good inter-personal skills
* Problem solving
* Attention to detail
* Team player
* Multi-tasking, focusing energy and resources towards maximizing out put
* Adaptable, quick learner and comfortable with working under pressure
* A self-starter with the ability to motivate others and sustain momentum to achieve goals
* Flexible and Time management skills

**Educational Attainment:**

Primary: San Pascual Elementary School School Year: 2000-2006

Philippines

Secondary: La Paz National High School School Year: 2006-2010

Philippines

College: Ramon Magsaysay Technological University School Year: 2010-2012

Philippines

Course: Hotel and Restaurant Management

College: Ramon Magsaysay Technological University School Year: 2010-2012

Philippines

Course: Bachelor of Science in Primary Education

**Trainings & Seminars Attended:**

Course: Hotel Operations & Procedures Level 2 Date: June 2013

Institution: Mango Valley Hotel & Suites

Olongapo City, Philippines

Course: Front Office Operations Date: March 2011

Institution: Ramon Magsaysay Mini Hotel

Philippines

Course: Hotel Operations & Procedures Date: September 2010

Institution: Garden Plaza Hotel & Suites

Philippines

**WORK EXPERIENCE:**

**Position: FRONT DESK RECEPTIONIST CUM CASHIER** Date: February 2014 - May 2015

Company: Villa Fe Margaret Resort

Zambales Philippines

**Job Accountabilities:**

* Greet the guest(s) on their arrival
* Politely confirm the details of guest(s) with confirmed reservation
* Complete the registration formalities of the guest(s) with confirmed reservations
* Check availability of rooms in case of walk-ins
* Assign rooms and call the bell boy to escort guest(s) to their rooms
* Use up selling techniques to sell expensive rooms and also to promote other hotel services
* Coordinate room status updates with the housekeeping department
* Notify housekeeping of all check outs, late check outs, early check ins and special requests
* Process guest check out requests
* Post all the credit charges to the guest bills
* Provide required information to guest(s)
* Maintain information rack
* Handle guest(s) mails and messages
* Guestroom keys handling
* Coordinate guestroom maintenance work with the engineering and maintenance department
* Assist in guest paging

**Position: TEACHING ASSISTANT** Date: April 2011 - November 2013

Institution: Maloma Day Care Center

Philippines

**Job Accountabilities:**

* Support teachers and help children with their educational and social development, both in and out of the classroom.
* Getting the classroom ready for lessons
* Listening to children read, reading to them or telling them stories
* Helping children who need extra support to complete tasks
* Helping teachers to plan learning activities and complete records
* Supporting teachers in managing class behaviour
* Supervising group activities
* Looking after children who are upset or have had accidents
* Clearing away materials and equipment after lessons
* Helping with outings and sport events
* Carrying out administrative tasks

**Position: FRONT DESK RECEPTIONIST CUM CASHIER**  Date: June 2010 - March 2011

Company: Mango Valley Hotel Inc.

Philippines

**Job Accountabilities:**

* Greet the guest(s) on their arrival
* Politely confirm the details of guest(s) with confirmed reservation
* Complete the registration formalities of the guest(s) with confirmed reservations
* Check availability of rooms in case of walk-ins
* Assign rooms and call the bell boy to escort guest(s) to their rooms
* Use up selling techniques to sell expensive rooms and also to promote other hotel services
* Coordinate room status updates with the housekeeping department
* Notify housekeeping of all check outs, late check outs, early check ins and special requests
* Process guest check out requests
* Post all the credit charges to the guest bills
* Provide required information to guest(s)
* Maintain information rack
* Handle guest(s) mail and messages
* Guestroom keys handling
* Coordinate guestroom maintenance work with the engineering and maintenance department
* Assist in guest paging

**Position: SALES CLERK** Date: July 2009 - March 2010

Company: SM Department Store

Philippines

**Job Accountabilities:**

* Greet and talk to the costumer(s) in a courteous manner
* Handle inbound calls from costumer(s)
* Answer and respond to costumers' inquiries regarding merchandise
* Support and assist costumer(s) with location, selection plus purchase of merchandise as part of costumer courtesy
* Head responsibility to merchandise, display and appearance of allotted area
* Ensure sales items are appropriately marked along with accepts sales
* Prepare list of items to be re-stocked
* Assist costumer(s) in completing their purchases
* Handle refunds, returns and exchange of merchandise
* Recommend feasible solutions to supervisor about damages, slow-moving and out-of-stock merchandise.
* Maintain and manage the store room neat and tidy
* Follow checklist after opening and before closing the shop

**Position: OFFICE CLERK CUM ADMIN** Date: June 2008 - June 2009

Company: Provincial Health Office

President Ramon Magsaysay Memorial Hospital

Philippines

**Job Accountabilities:**

* Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word Processing equipment.
* Answers the telephone, takes and relays messages and responds to phone inquiries.
* Assists at counter answering questions and helping the public in researching information contained in avariety of public records.
* Assists in the completion of exemption forms and the retrieval and research of recorded documents.
* Makes and confirms appointments as directed and receives and schedules visitors.
* Organizes and maintains files of records and correspondence of both a routine and confidential nature.
* Receives a variety of documents, computer entry, document filing, and posts changes to permanent record books balancing the resulting figures against print-outs/tie-outs.
* Types bills for copies, map orders, etc.; may collect for fees, maintains ledgers of accounting for fees and receipts deposits to County Treasurer.
* Utilizes a computer to maintain a variety of records, enters and updates data including name and address changes, property location and exemption information.
* Interprets routine administrative policies and decisions as necessary; provides information to the public with regard to these policies.

**OBJECTIVE:**

**Be an active part of an organization or company where I could share and develop my knowledge and skills; at the same time, be one of the Personnel who will contribute and be responsible for the further progress of the company.**

**I feel that I could be an active and positive member of the company, who would strive to develop and contribute to the department. I am sure that my experience and attitude would be of benefit to the company.**

**Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team.**



**Gulfjobseeker.com CV No:** **1466580**