***Professional Objective***

 **Coordinator**

***Summary***

Highly talented and skilled Administrative/Coordinator with over 8 years of progressive experience in information technology and hospitality industry. Outstanding work ethic and exceeding expectations while working within strict guidelines. Well liked and respected by peers and colleagues. Communication skills include providing clear direction, sharing information, delegating, assigning and prioritizing work in an efficient manner. Excellent leadership skills with the ability to manage and motivate staff to achieve results.

**Communication skills**

* Communicates in a respectful manner with customers, Superiors’ and colleagues.
* Demonstrates effective interpersonal skills.
* Communicates in a respectful manner regardless of the level, personality or background of the person.
* Organizes and conduct effective team briefings, communicating all appropriate information in a timely manner.
* Demonstrates flexibility in quickly changing situations
* Works effectively with others to reach consensus and resolve disagreements/conflicts.

**Information technology skills**

* Highly skilled in standard office and software including MS Word, MS PowerPoint and MS Excel, MS access, Outlook, Adobe Photoshop, Adobe Illustrator, OPERA, FBM, ADACO, HOTSOS, KIOSK, ORACLE DATA BASE, MICROS
* Professional management monthly and yearly reports, assist to prepare budget and summarize data.
* Procurement/Inventory management skill.
* Average skill in trouble shooting, Web designing and Graphic designing.

**Employment History**

**Department coordinator**: The Meydan Hotel and hospitality, September 09, 2012-present

* Scheduling and assigning daily task; checking individual performance and coaching; Checking the quality of cleaning and finishing; Conduct briefing/training; Maintaining records; Handling complain; Preparing maintenance request and follow up; Leading the team and assist laundry director of replace him in absence.
* Supervises and monitors the performance of the laundry personnel in order to maintain established standards and provide efficient service to the guests.
* Assists the laundry director with the planning, organizing the day to day operation and training of the laundry.
* Supervises and coordinates the overall operational activities of the laundry.

**Housekeeping order taker**: Al Murooj Rotana Hotel and Suites Dubai U.A.E, Feb 09. 2011–Aug. 17, 2012

* + Monitoring and directing the rooms operations, communicates between floor supervisor and front office.
	+ Organizing the departmental communication meetings and prepare agendas.
	+ Assisting the manager for day to day operation priorities.
	+ Updating the personal records of the colleagues, prepare departmental store requisition thru FBM system.
	+ Compiling all the documents, preparing monthly reports and conducting inventories.

**Production secretary**: Toshiba Information Equipment (Phil.) Ext. Special Export Processing Zone Laguna Techno Park, Laguna Philippines, January 2007-January 2011

* Collecting internal and external personnel details and documents of the colleagues related to Health and insurance to update in the system.
* Responsible for collecting competitors H.R. related information and prepare reports for the superiors.
* Process all colleagues’ documents such as salary loans, government’s loan, and maternity leave applications.
* Responsible in separating of information into different sections to categorize and identify certain characteristics.
* Responsible in monitoring production output report in daily basis.
* Responsible for updating new templates or other computer programs.
* Prepare minutes of meeting and ensure proper dissemination.

**Sales Promoter (San Miguel Corp.)**: MARIA SPECIALIST Inc May 2006 - December 2006

* Demonstrate and provide information on promoted products/services
* Create a positive image and lead costumers to use it
* Distribute product samples, brochures, flyers etc. to source new sales opportunities
* Identify interest and understand costumers needs and requirements
* Set up booths or promotional stands and stock products
* Report on demonstration related information about the products
* Sell products being promoted and keep records of sales

**Education**

**Information Technology:** Polytechnic University San Pedro Laguna Philippines, 2006



**Gulfjobseeker.com CV No:** **1475766**