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### Receptionist / Front Desk Assistant

at Regency group for Corporate management

**Education:** Association Degree, Psychology

**Experience:** 2 Years, 1 Month (Can joined immediately)

 **Front Desk Staff / Receptionist Joseph Jr. Godinez**

Receptionist / Front Desk Assistant at Regency group for Corporate management **Dubai, United Arab Emirates**

# Target Job

**Target Job Title:** Front Desk Staff / Receptionist

**Career Objective:** Seeking a position of Front Desk Clerk where my ability to work in a challenging environment and guest etiquette is utilized to ensure customer satisfaction and the ability to coordinate work effectively in order to provide an excellent hospitality experience for guests.

**Career Level:** Mid Career

**Notice Period:** Immediately

**Last Monthly Salary:** AED 2,000 (≈ USD 544)

**Personal Information**

**Birth Date:** 26 July 1994 (Age: 21)

**Gender:** Male

**Experience (2 Years, 1 Month)**

## Receptionist / Front Desk Assistant

**at Regency group for Corporate management** Location**:** United Arab Emirates ,

**Company Industry:** Retail/Wholesale

**Department:** Front Office

January 2014 - January 2016

Answered and quickly redirected up to 5 call per 3 minutes

Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.

Ordered and distributed office suppliers while adhering to a fixed office budget

Directed guest and routed deliveries and courier services.

Screened applicant resumes and coordinated both phone and in-person interviews.

Helped distribute employee notices and mail around the office.

Completed data entry, tracked resumes and maintained the applicant tracking system.

Compiled company information and related material and distributed it to candidates

Obtained signatures for financial documents and internal and external invoices.

Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.

Maintained a clean reception area, including lounge and associated areas.

Greeted numerous visitors, including VIPs, vendors and interview candidates.

Opened and properly distributed incoming mail.

Answered and managed incoming and outgoing calls while recording accurate messages.

**Experience (6 Months) End of Contract**

**Merchandiser Clerk**

**At Everyday Products Corporation-** Robinsons Festival Manila City **-** Philippines

**Company Industry:** Genuine Leather Wallet and Bags Accessories

**Department:** Department Store Accessories

08/ 2013 to 01/2014

∙•••••••• Cashiering and providing assistance in merchandise stocking, pricing, and inventory.

∙•••••••• Greeting customers when they enter the shop.

∙•••••••• Offering assistance in locating merchandise.

∙•••••••• Keeping the store clean, neat and orderly, and well-stocked.

∙•••••••• Engaging customers in conversation.

∙•••••••• Responding to questions regarding merchandise.

∙•••••••• Preparing documents associated with ordering and receiving merchandise.

∙•••••••• Restocking products on shelves.

∙•••••••• Processing gift certificates and cards.

∙•••••••• Making records of customer preferences and buying habits.

∙•••••••• Answering questions and make suggestions to customers.

∙•••••••• Providing clerical support to the sales team.

∙•••••••• Performing cash register transactions in an accurate and correct manner.

∙•••••••• Thanking customers as they leave the shop.

∙•••••••• Remaining observant of all activity in store to identify theft and prevent shrinkage.

∙•••••••• Monitoring stock levels.

∙•••••••• Talking to customers on the telephone.

∙•••••••• Wrapping up orders for customers.

∙•••••••• Cleaning and vacuuming store floor areas.

∙•••••••• Informing customers of upcoming sales events.

∙•••••••• Thanking customers for their patronage.

 **Education**

## Diploma , Psychology

**at College Level**

**Completion Date :** March 2013

**Grade:** 87 out of 100

• Course work in Business administration, Communications and Accounting

• Coursework in Organizational behavior, compensation, Labor relations and recruitment

• Member of PEP Squad Club

• Recipient of Government Scholarship

• Microsoft PowerPoint certification Training

• Desktop Publishing workshop

 **Skills**

### Communications

**Level:** Expert  |  **Experience:** 5 years or less  |  **Last Used:** More than 1 year

### Guest and Client Services /Customer Service

**Level:** Expert  |  **Experience:** 5 years or less  |  **Last Used:** More than 1 year

### Phone etiquette

**Level:** Expert  |  **Experience:** 5 years or less  |  **Last Used:** More than 1 year

### Flexible

**Level:** Expert  |  **Experience:** 5 years or less  |  **Last Used:** More than 1 year

### Invoice Processing, Filing and data Entry

**Level:** Intermediate  |  **Experience:** 5 years or less  |  **Last Used:** More than 1 year

### Travel Administration

**Level:** Intermediate  |  **Experience:** 1 year or less  |  **Last Used:** More than 1 year

 **Languages**

### Spanish

**Level:** Beginner  |  **Experience:** 1 year or less  |  **Last Used:** More than 1 year

### Arabic

**Level:** Intermediate  |  **Experience:** 1 year or less  |  **Last Used:** More than 1 year

### Filipino

**Level:** Expert  |  **Experience:** More than 10 years  |  **Last Used:** More than 1 year

### English

**Level:** Expert  |  **Experience:** 5 years or less  |  **Last Used:** More than 1 year