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**OBJECTIVES:** To be in a position where I can maximize my potentials as productive and active individual giving quality performance at all times for the attainment of the goal of the organization I aim to be part of.

**DESIRED POSITION:** Receptionist/ Office Staff / Kitchen Staff

PERSONAL INFORMATION

Age : 23

Civil Status: Single

Date of Birth: August 28, 1992

Languages/Dialects Spoken: English, Filipino, Cebuano

Interest/Hobbies: Listening Music, Travel

**EDUCATION QUALIFICATION**

MatinaAplaya Elementary School                              1999-2005

Daniel R. Aguinaldo National High School                2005-2009

Brokenshire College                                                    2009-2013

Bachelor of Science Hotel and Restaurant Management

**SKILLS:** Cooking, Microsoft Office (Word,Exel,Power Point)

Communication, Organizational, Interpersonal, Time management and Negotiating

**PRACTICUM**

April 28 – May 08, 2010 240 hrs- Onboard & Landbase

Gloria De Dapitan, Dakak Resort, Conchita Hotel

And

April 09 – May 03.2012 On the Job Training in Front Desk {Landbase)

Tinhat Boutique Hotel

March 29,2011 Housekeeping NC II

**WORK EXPERIENCE**

08/29/2015

Novotel Hotel / Dubai Al Barsha- Room Attendant.

* Prepare necessary material required to accomplish daily tasks
* Execute assigned hallway cleaning, and all other area requested by Manager
* Practice safe working habits, including bending and lifting appropriately to avoid injury, reporting hazards, appropriate use of cleaning chemicals and working to minimize tripping hazards
* Report any damages or repairs to the correct department
* Report every lost and found item to the Housekeeping Manager
* Maintain cleanness and organization of work areas such as linen closet, common storage rooms, etc.
* Always greet guests in a friendly and professional manner
* Uniform and personal appearance are kept clean and professional

Food & Beverage / Catering Dubai World Trade Centre

* Perform standardized opening and closing suites procedures
* Must work well individually and as part of a team
* Must maintain high standards of cleanliness and acceptable levels of suites appearance at all times
* Required to work weekends & weeknights and on occasion be available to cover shifts
* Be knowledgeable about suite rental contact information, any specials/features, and other event day/night
* information
* Always come prepared for a shift with a note pad, corkscrew, bottle opener, small float of change, and pens
* Must handle cash, be familiar with credit/debit card procedures, and be responsible for large sums of money at times
* Must be courteous, pleasant, and well groomed at all times

12/05/2014 - 07/25/2015

**Tiny Kitchen -** Kitchen Staff- / Torres Street Davao City

* Clean work areas, equipment, utensils, dishes, and silverware.
* Store food in designated containers and storage areas to prevent spoilage.
* Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
* Package take-out foods and/or serve food to customers.
* Portion and wrap the food, or place it directly on plates for service to patrons.
* Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets**.**

05/2014 – 07/2014

**Office Secretary -**Davao Korean Association/ Dona Vicenta, Bajada Davao City

* Prepares reports by collecting information
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunications

12/2013 on call

**Waitress-** World Palace/ Sandawa, Davao City

* Organization before the service, meeting with the chef
* Professional and friendly. (Even in tough situations)
* Great attention to detail.

**CERTIFICATES OF PARTICIPATION**

December 07, 2012 Food Service Seminar

December 14, 2012 Bartending Seminar

January 11, 2013 Basic Culinary Seminar

January 21, 2013 Housekeeping Management Seminar

February 01, 2013 Flower Arrangement Seminar

February 08, 2013 Personality Development and Work

Ethics Seminar

February 13, 2013 Front Office Seminar

Program Head

Brokenshire CollegeMadapo Hills, Davao City

Mobile Number: 0923596620

**Dear Sir/Ma'am,**

**In view of my firm and honest belief that could support the noble objective of your prestigious establishment, I would like to take the privilege of presenting myself as a prospective applicant to any position that is within my capacity to fill.**

**I am confident enough to assert that my qualification in my right attitude towards work would fit me in whatever endeavor I am exposed to, should I be fortunately given the chance to work with you.**

**I assuredly believe that I have the ability to handle the position necessary for the competent handling if the duties and responsibilities you require. I am accurate and orderly in my work, also flexible, adaptable, easy to learn, hardworking, competitive and I could be useful to many ways. I believe that improvement one has contributed for the betterment of that entire work-group, which I willing to be a part.**

**Herewith are the papers pertinent to my application for your perusal and would most welcome the chance for an interview with you at your most convenient time.**

**The Lord Blesses you and keeps you!!!**