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**CAREER OBJECTIVE:**

To seek position in a business support capacity in an excellent company where I can utilize my skills to the fullest and to make contributions for mutual growth.

**Skills:**

* Aggressive, hardworking and dynamic individual.
* Fast learner, strong team player and can work under pressure with good patience management.
* Honest and committed.
* Strong communication, interpersonal and public relation skills.
* Computer and internet savvy.

**EMPLOYMENT EXPERIENCE**

**Assistant HR Officer**

Arabtec Construciton L.L.C. UAE

February 22, 2015 – November 8, 2015

* Managing the daily administrative tasks including scheduling appointments, keeping track of calendars and scheduling meetings.
* Ensure timely issuance of recruitment agreement, demand letters, Power of Attorney, and other legal documentation as requested.
* Managing records and updating feedbacks received from the agencies after reconciliation is done.
* Collaborate regularly with Admin Operations and Reconciliation team.
* Daily coordination with the Agencies in terms of urgent issues and pending documents.
* Filter CV base on the requirement.
* Daily Coordination with the visa team in regards to visa issuance against submitted documents, visa correction and visa cancellation.
* Preparing air ticket request for the joining candidates to be submitted to the ticketing team.
* Monitoring pending arrivals.
* Updating the received documents i.e. CVs, passport copies and medical certificates.
* Performing any tasks or duties as required, at the request of the management.

**Receptionist / Food and Beverage Attendant**

*La Terrazza Restaurant and Lounge UAE*

April 02, 2013 – December 25, 2015

* Looks after the necessary preparations before the start of operation: wipes/prepares necessary containers, mis-en-place, napkins, trays, cutleries, condiments, menu, other supplies; checks and re-stocks service station and sees to it that the par stack is maintained, sets up the table and installs required facilities.
* Studies menu and familiarizes himself with the outlet’s specialties as well as out of-stock items and undertakes suggestive selling.
* Takes order and serve food and beverages.
* Places orders to the kitchen and pick up orders.
* Assist in welcoming and seating guests.
* Presents food bill to guest, receive payments and remits the same to the cashier.
* Attends to guests’ inquiries, requests and complaints.
* Clear-stable of soiled dishes, dirts and trash.
* Performs other side duties and assignments given by the superior.

**Receptionist / Food and Beverage Attendant**

*Club 7 Park Regis Kris Kin Hotel, UAE*

December 24, 2011 – January 13, 2013

* Daily set up tables and chairs and other things needed in the service station as table napkin, ashtrays, cutleries, bar of food trays, condiments and menu.
* Welcomed and greeted guests in a pleasant manner and guided them to their designated tables.
* Attended to guests’ inquiries, bill settlement, requests and complaints and ensured guest satisfaction for their dining experience.
* Familiarized menus and restaurant’s specialties,
* Did product push up or suggestive selling to present the food and bar menu and presented new meal packages and drinks.
* Attended to orders and ensured serving the guests with the correct orders.
* Kept the whole dining area dry, clean and tidy at all times and attended to the out of stock items.
* Performed side duties and other assignments as to encoding of deliveries/invoices, receipts, cheque reports.

**Receptionist**

San – Q Kagawa Ken – Marugame Shi,

November 20, 2004 to May 12, 2006

* Welcomed and received guests and escorted them to their assigned or chosen tables.
* Attended to table reservations and inquiries and coordinated with concerned staffs for the reservation details.
* Maintained logbooks / reservations book with the necessary information and kept all reservation signs in place.
* Assisted in maintaining order and cleanliness of the outlet and reporting any unusual incidents or suspicious persons noted.
* Assisted in the preparation of mis-en-place and taking food orders, did product push up or suggestive selling.
* Assisted in the settlement of guest cheques and complaints.
* Performed other related duties as maybe assigned as to encoding of deliveries/invoices, receipts, cheque reports.

***Field Researcher***

*Provincial Cooperative- Zamboanga Sibugay Province, Philippines*

August 10, 2003 – September 10, 2004

* Congregate information and encoded data to update database.
* Report generation.

***Office Receptionist (Back-Office Work)***

*Shopper’s Plaza, Zamboanga City, (Back Office)*

May 5, 2002 – June 28, 2003

* Attending to phone and office callers.
* Assisting on the concerns of visiting suppliers, concessioners, etc.
* Prepared communications and other documents; maintained files.
* Assisted in accounting functions: processed payables, prepared/disbursed cash payments; handled petty cash; managed suppliers’ records; scheduled dispatches/pick-ups.

**EDUCATIONAL BACKGROUND:**

Bachelor of Arts, Major in Filipino

*Western Mindanao State University –, Philippines*

1998 -2002 (Graduated)