

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1564950

E-mail: gulfjobseeker@gmail.com

|  |
| --- |
|  |
|  |

**OBJECTIVE:**

To obtain a position that satisfies my need to improve myself and achieve my goals on both personal and professional levels, looking forward to joining a leading firm to learn from and add to.

**EDUCATION:**

Bachelor degree in Tourism and Banking - Finance Relations, 1998 – 2002, College of Tourism and Public Relations, Bacau, Romania, 1994 – 1998, High school: Dumitru Mangeron, Bacau, Romania.

**SIGNIFICANT SKILLS:**

**Computer:** • Proficient in Microsoft Office and Windows XP • Experienced in online research • Trained in documents preparation, filing, classifying, minutes of meetings, calls logs … etc. **Language:** • Romanian, mother language, English, very good command (Reading, Writing and Speaking), Arabic, basics

**RELATED WORK EXPERIENCE:**

**Public Relations Officer and System Support Coordinator**, **Advanced Systems and Alsatronix Solutions**, JLT, Dubai, trainees into financial markets, 2008 till present, **Duties:** personal assistance - coordination and follow up the CEO’s meetings, maintaining accounts and petty cash for the company’s expenses (cars ,rentals, CEO’S expenses, company expenses, wire transfers, checks deposits, insurance transactions … etc)

Submitting and canceling visa applications working with different organizations as DMCC,TECOM and DNRD for employees and (personal CEO’s relatives and workers), Licenses renewals, company’s establishment cards, registrations and likewise, Administration jobs; marketing and promoting for conferences, networking and taking part in preliminary and final arrangements of the company’s participation in exhibitions and supporting the sales team.

**Hostess**, **Caviar House and Prunier Restaurant**, Madinat Jumeirah, Dubai, 2006 – 2008

**Duties:** Responsible for hostesses opening and closing daily checklist thoroughly. Assign station to servers; Assign continuous side work schedules, Maintain guest’s flow charts, tracking numbers of guests for each station in order to calculate the hourly volume. Make sure the front of the restaurant is always covered. Ensure that the front of the house is spotless at all times. Check cleanness of tables, setup and insure that all silverware and glassware are ready to be used.

Check on guests and get feedback on the quality of food, service and attitude of the staff. Get guests to fill the comments cards with their information and share any problems arise and solve it immediately, keep the supervisor informed of such incidents, problems happen. Schedule servers for breaks in conjunction with the supervisor depending on the business volume at each day and keep records of the daily training and taste panels form, section rotations and pass it to the manager at the end of the shift and report to the direct supervisor for break schedule before leaving the floor.

**Public Relation and marketer**, **Les Residences Cascades Thalasso Spa and Resort**, Hurghada, Safaga, Egypt, 2005 – 2006

**Duties;** marketing, promoting the resort and the health facilities, assisting guests, escorting and touring them around, showing them the entertainment and club amenities of the resort, catering the individual beauty and spa packages.

**Snooker Club Supervisor**, **Pool and Snooker Club**, Ajman, United Arab Emirates, 2003 – 2005

**Duties**; monitoring and developing client’s database, in charge of accounts and revenues of the club - continuously improving customer service level and smooth running of business

**Travel Agent**, **Around the World Agency**,

**LEADERSHIP and Personal Interests:**

During college, I participated in organized many social events (50 - 100 college attendees) for college community to encourage cohesion and sense of community • Led weekly meetings for committee of 10• Assisted new freshmen college students with moving - in to college halls, classrooms and amenities • On the personal interests, I can write an assay, but briefly I love travelling, foreign Languages, knowing more about new cultures, places of interest and people, music and driving cars.

**HONORS/ACTIVITIES:**

At school, I worked with "Pistruiatul", a house for orphans established by Hollywood actor (Ethan Hawke) and a United Kingdom charity organization; I was helping orphans, taking care of their need and looking after the facility, Bacau, Romania

**About me:**

Dynamic, hard working, I have an exceptional communicational skills, patience, and ability to work under pressure and meet deadlines; I have a UAE valid driving license

 **Age:** 35

 **Marital Status:** Single