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**CAREER OBJECTIVES:**

To seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successfully achievements.

**WORK EXPERIENCE:**

*AUGUST 2014 TO JAN. 2016*

*NEW BAR ARKADIA**TOURIST CLUB AREA*

**•WAITER**

**JOB DESCRIPTION:**

Responsible for looking after guest and attending to their needs during their visit. Welcoming them to the restaurant, escorting them to their tables and also informing them of any special offers or meal.

*MARCH 2008 to JAN. 20010*

*GARDEN ORCHID HOTEL**CANELAR AIRPORT*

**•HOUSEKEEPING SUPERVISOR**

**JOB DESCRIPTION:**

Supervise work activities of cleaning personnel to ensure clean, orderly and attractive room in hotels, hospitals, educational institutions, and similar establishments. Assign duties, inspect work and investigate complaints regarding housekeeping services and equipment, and take corrective action. May purchase housekeeping supplies and equipment, take periodic inventories, screen applicants, train new employees, and recommend dismissals.

**DUTIES:**

• Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.

• Investigates complaints regarding housekeeping service and equipment, and takes corrective action.

• Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges prepare work assignments.

• Coordinates work activities among departments

• Conduct orientation training and in-service training to explain policies work procedures and to demonstrate use and maintenance of equipment’s.

**KEY SKILLS AND COMPETENCE:**

• Have a professional style of communication & ability to build rapport with

prospective customer.

• Can work under pressure

• Flexible during working non - working hours.

• Fast and effective learner.

• Computer literate, hands on expertise on computer trouble shoot, installing software and operating system installation.

*MARCH 2006 to JAN. 2008*

*GOLDEN DÉCOR FURNITURE* *SAN JOSE ROAD*

**• SALES REPRESENTATIVE**

*AUGUST 2003 to APRIL 2005*

*LENIN COMPUTER SYSTEM INC.**MAYOR C. CLIMACO AVE.*

**• SALES ,TECHNICIAN**

**JOB DESCRIPTION:**

Contracting prospective clients, assessing their requirements then selling them the company product and service that match their needs. Also responsible for maintaining ongoing relationship with customers to fosters repeat business.

**DUTIES:**

• Working as part of the sales teams to develop both new and existing markets.

• Involved in developing sales and pricing strategies.

• Identifying the customer needs.

• Collecting all the information required to create request for an estimate.

• Focuses sales efforts by studying existing and potential volume of dealers.

• keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyze.

**KEY SKILLS AND COMPETENCE:**

• Able to sell to large and small clients.

• Proven experience in launching new products.

• Have a professional style of communication & ability to build rapport with

prospective customer.

• Can work under pressure

• Flexible during working – non working hours.

• Fast and effective learner.

• Computer literate, hands on expertise on computer trouble shoot, installing software and operating system installation.

**EDUCATIONAL BACKGROUND:**

*ZAMBOANGA CITY STATE POLYTHECNIC COLLEGE*

**• BS HOTEL AND RESTAURANT MANAGEMENT, 2000**

*TECHNICAL EDUCATION AND SKILLS AUTHORITY*

**• COMPUTER SCIENCE TECHNICIAN, 2002**

**PERSONAL DETAILS:**

**DATE OF BIRTH: MARCH 1, 1981**

**MARITAL STATUS: MARRIED**

**GENDER: MALE**