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**Objective**

To obtain a full-time position in a reputable company, offering a variety of challenges and responsibilities where my skills and abilities can be fully utilized.

**Summary**

Exceptionally talented and resourceful with over 3year’s experience that assures highest possible level of guest/customer satisfaction.

**Interpersonal Skills**

• Maintains a professional appearance with a positive attitude and is adaptable and flexible.

• Is patient, helpful and is interested in the welfare of the guests and staff.

• Has great attention for detail and works well under pressure in a fast-paced environment.

• Follows staff conduct policies and time management guidelines.

• Able to multi-task for the benefit of quality services.

• Able to work efficiently and independently with minimal supervision.

•Takes pride in a job well done.

**Leadership, Team Building and Performance Management**

•Handles negative situation and conflict in a constructive mode utilizing interpersonal and communication skills and techniques taught and promoted within the company.

• Initiates and constructively develops positive team dynamics with management, peers and customers.

•Demonstrates leadership and organizational skills in assisting in the planning and implementing of changes where applicable.

•Initiates communication or dialogue with supervisor or manager when processes, tasks, instructions etc. are not clear.

**Professional Experience**

**Housekeeping Attendant**

Al Diar Sawa Hotel Apts. – Muroor Rd.

A division of *Abu Dhabi National Hotels*

July 13, 2014 – October 8, 2015 (United Arab Emirates)

**Housekeeping Attendant**

Al Diar Capital Hotel – Mina Rd.

A division of *Abu Dhabi National Hotels*

Sept. 11, 2013 – June 30, 2014 (United Arab Emirates)

**Housekeeping Attendant**

Al Diar Hotel Apartments – Al Barsha

A division of *Abu Dhabi National Hotels*

08 July 2012 – Sept. 10, 2013 (Dubai, United Arab Emirates)

**Waitress**

Nov. 19, 2009 – April 20, 2012

Golden Bay Fresh Seafood Restaurant

Block A2 CBC, Diosdado Macapagal Blvd.

***Duties and Responsibilities:***

* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Escort customers to their tables.
* Explain how various menu items are prepared, describing ingredients and cooking methods.
* Inform customers of daily specials.
* Prepare checks that itemize and total meal costs and sales taxes.
* Present menus to patrons and answer questions about menu items, making recommendations upon request.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
* Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.
* Stock service areas with supplies such as coffee, food, tableware, and linens.

**Sales Clerk**

Nov. 2006 – October 2009

Silver Works Festival Mall, Philippines

**Office Clerk**

Oct. 2004 – Oct. 2006

National Nutrition Council

( Planning Division )

**Personal Details:**

Birthday: 11 Sept 1982

Status: Single

**Educational Attainment**

**3RD Year – Bachelor of Science in Business Administration,** Major in Tariff and Custom Administration

Lyceum of the Philippines, Intramuros, Manila, Philippines

**Seminar/Trainings Attended**

**1-30 July 2015** Receptionist/Cashiering/Night Auditing in Front Office Department (Al Diar Sawa Hotel Apts)

**12-16 June 2007** Specialized in Waitering Manila, Philippines

**11 January – 8 Feb 2005**  Housekeeping, Laundry & Public Area (on-job-training)

 Manila Pavillion HotelManila, Philippines

**9 November – 23 Dec. 2004**  Housekeeping, Laundry & Public Area (on-job-training)

 Century Park HotelManila, Philippines

**28 October- 5 November 2004** Integrated hotel, restaurant and passenger ship operations specialized in Waitering, Bar Tending, Front Office Housekeeping, Laundry and Cabin Stewarding No. 6574 Class No. 152