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**In pursuit of challenging assignments that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization.**

* **academic credentials**
* **TERTIARY EDUCATION:**

**Associate Hotel & Restaurant Management**

**Polangui Community Collage Polangui Albay SY: 2012 - 2014**

* **SECONDARY EDUCATION:**

**Libon Private School Libon Albay SY: 2006 – 2010**

* **ELEMENTARY EDUCATION:**

Bulusan Elementary School Libon Albay SY: 2000 – 2006

* **ON THE JOB TRAINING:**
* **The Oriental Hotel & Resort Taysan Hills, Legazpi City**
* **NATIONAL CERTIFICATE II PASSER:**

**FOOD & BEVERAGE.**

 **HOUSEKEEPING.**

* **Professional Experience \***

**Shawarmanji Restaurant**

under AFF Restaurant LLC

Sandwich Maker

November 2015 - January 2016

**DUTIES AND RESPONSIBILITIES**

* Recieves sandwich orders from customer
* Selects cuts bread like white or brown bread according to order
* May cook,mix and season ingredients to make dressing
* Slices meats by hand or machine
* Maintains cleanliness at working station

**BIG LOUIE’S RESTAURANT**

Waiter

Mag 218 Tower, Dubai Marina

April 2015-November 2015

**The Ritz Carlton Hotel**

JBR Dubai Marina, Dubai UAE

Housekeeping Department

0ctober 2014 - April 2015

(Outsource Agency)

**DUTIES AND RESPONSIBILITIES**

* Ensure security of guest rooms and privacy of guest.
* Clean guest bathrooms/bedroom/floor corridor.
* Responsible for replenishment of guest complimentary water.
* Responsible for achieving and exceeding the guest satisfaction score.
* Replenish amities according to the operational standards.
* **The Oriental Hotel & Resort**

 Waiter

September 2013 - April 2014

**DUTIES AND RESPONISIBLITIES**

* Suggests Food and Beverages to be well versed with the menu, method of preparation.
* Maintains cleanliness and mice-en-place level at working station and service pantry for smooth operation.
* Replenishes supply of linen and other Operating equipment.
* Keep general appearance and maintenance of Restaurant Working areas.
* Follow correct sequence of service outlined in the standard operating Manual.
* **Expert Global Solutions**

 Customer Service Representative

 Eton Centris Quezon City

 January 2012 - September 2012

 **DUTIES AND RESPONSIBILITIES**

* Handles incoming calls or inquiries from prospective customers or client.
* Assists customers effectively by solving customer dispute.
* Provides customer additional information or explains services.
* Discusses products offered and ensures customer satisfaction.
* Tactfully handles confrontational or stressful interactions with the public
* **MAX RESTAURANT**

 Waiter

 Star Mall Alabang Muntinlupa City

 December 2010 - December 2011

**DUTIES AND RESPONISIBLITIES**

* Great guests and make them feel comfortable. Learn Menus items and be able to describe them appropriately to guests.
* Take beverage and food orders. Deliver beverages and food in a timely manner.
* Check-in with guests to ensure that everything is going well. Clear dirty dishes from table.
* Refill beverages throughout the meal.
* **PERSONAL DETAILS:**
* **Date of Birth 04 Nov 1992**
* **Languages Known English, TAGALOG**