|  |  |
| --- | --- |
| **First Name of Application CV No 1647372**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>  ***QUALIFICATIONS SUMMARY:***  **Front Desk Officer/ Admin Assistant**   * Capabilities includes * MS office Suites * Planning and scheduling * Customer service * Telephone Etiquette * Written communication * Excellent customer service skills * Profound ability to process cash transactions accurately * Dedicated and careful- high level of accuracy and attention to details. * Language: Able to communicate in English, in both written and oral forms * Strong interpersonal skills to deal effectively with all business contacts * Able to work varied shifts, including weekends and holidays   Computer Skills:   * Microsoft Office Applications (MS Word, Excel, Outlook and PowerPoint)   ***PERSONAL DETAILS***  Birth date : August 22, 1992  Nationality : Filipino  Civil Status : Single  Visa Status : On visit visa  Passport No. EB5586017  PP Expiry Date: June 06, 2017  Expected Salary :  AED 3000 to 4000 negotiable | **CAREER OBJECTIVE**  Seeking for a position as a Front Desk Associate/ Admin Assistant where my expertise in organizational management can be used to make significant contribution to furthering customer base. EDUCATION *College Degree*  **BS Travel Management**  **University of Santo Tomas**  España Boulevard, Sampaloc, Manila  2010-2014  **PROFESSIONAL EXPERIENCES**   * June 2, 2014- February 2016 **Front Desk Officer**   Regal Plaza Hotel  Phil.- Japan Friendship Highway,  San Antonio Poblacion, Diversion Road  Nabua, Camarines Sur, Philippines.   * Highly skilled in greeting, registering, and assigning rooms to guests. * Proven ability to assist guests with room booking, changing and cancelling reservations. * Adept at computing bills, collecting payments, and making change for guests. * Hands-on experience in keeping records of room availability and guests’ accounts, manually and by means of computers. * Well versed in performing simple bookkeeping activities including balance of cash accounts. * Able to confirm customers’ credit, and establish how the customer will pay. * Demonstrated ability to review accounts and charges with guests for the period of the check out procedure. * Extremely capable of answering inquiries related to hotel services, registration of guests, and shopping, dining, leisure, and travel directions. * Special talent for posting charges of rooms, food, liquor, or telephone calls to ledgers by hand and by means of computers. * Demonstrated expertise in providing and ensuring high-quality guest relations. * Knowledge of advising housekeeping staff when rooms are ready for cleaning. * ***ON THE JOB TRAININGS*** * ***Ground Service Crew – Check In Counter***   ***Philippine Airport Ground Support Solutions, Inc. PAGSS***  Sky Aviation Learning Center, Inc. SALCI  3/F Pair-Pags Center NAIA Ave.Brgy.198, Pasay, Metro Manila  Recruitment Department  Rendered 300 hours  May, 2014- June, 2014   * ***Philippine Airport Ground Support Solutions, Inc. PAGSS***   Operations- Cathay Pacific Airways  NAIA Terminal 1, Paranaque, Metro Manila  CSP Department  Rendered 300 hours  June, 2014- August, 2014 |