|  |  |
| --- | --- |
| **First Name of Application CV No 1647372**Whatsapp Mobile: +971504753686 New_logo.gifTo 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, 1992Nationality : FilipinoCivil Status : SingleVisa Status : On visit visa Passport No. EB5586017PP Expiry Date: June 06, 2017Expected 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 ManilaRecruitment DepartmentRendered 300 hoursMay, 2014- June, 2014* ***Philippine Airport Ground Support Solutions, Inc. PAGSS***

Operations- Cathay Pacific Airways NAIA Terminal 1, Paranaque, Metro ManilaCSP DepartmentRendered 300 hoursJune, 2014- August, 2014 |