**First Name of Application CV No 1648956**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

To work in a growing organization where I can contribute my skills, knowledge and ideas for the growth of our industry, and to enhance my abilities which I can help in maximizing the profit of the company and serve people to the best of my knowledge.

**WORK EXPERIENCE**

**Transworld Systems Incorporated | Skip Tracer Agent**

January – February 2016

**Company Profile**

Transworld Systems Inc. provides accounts receivable, debt recovery, and past due accounts services for businesses and many companies internationally. It offers accelerator, profit recovery, messenger, and dental collection; demand/direct deposit account recovery plus, outsourcing, medical collection, education collection, and commercial/business-to-business collections services. http://www.transworldsystems.com/

**Job Description**

* Traced skips for creditors or other concerned parties: Searched city and telephone directories, and street listings, and inquired at post office.
* Interviewed, telephoned, or wrote former neighbors, stores, friends, relatives, and former employers to elicit information pertaining to whereabouts of skips.
* Followed up each lead and prepared report of investigation to creditor.
* Traced individuals for purposes of serving legal papers.
* Contacted debtors by mail or phone to attempt collection of money owed.

**Webcast Technologies Incorporated | Internship for Computer/Engineering/IT Students**

March – May 2013

**Company Profile**

Webcast Technologies, Inc. (WTI) is a technology-based company operating across the country. We are also a Google for work partner (Google Map). As the pioneer in the Philippines in the commercial application of a location-based technology and wireless applications, WTI focuses in surveying lands and helping Google to update their maps. http://webcast-inc.com.ph/

**Job Description**

* Responsible for developing the company portal
* Provided documentation
* Conducted program testing and done the pending works of the department.

**Oracle Hotel and Residences | Food and Beverage Service | Housekeeping Service**

April – June 2015

**Job Description**

* Room Attendant
* Waitress

**Cacao Hotel | Front Office Desk Receptionist**

November 1 – 30 2015

**Job Description**

* Responsible for handling front office reception and administration duties
* Including greeting guests and offering them a beverage
* Answering phones
* Handling company inquiries, and sorting and distributing mail
* Mail also schedule meetings and travel for executives.

**2GO TRAVELS | Apprentice Experience (ON – BOARD)**

February 27 – March 3 2014

**SKILLS**

* Listening and verbal communication
* Teamwork
* Multi-tasked
* Persuasion and Leadership
* Written communication
* Planning and organization
* Competent and Hard worker
* Skilled in using various computer skills
* Can do adobe Photoshop
* Strong interpersonal and motivational skills
* Can work under pressure without sacrificing productivity and efficiency
* Have the ability to deal well with different kinds of people from all walks of life

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Hotel and Restaurant Management**

(SY 2010 – 2015)

Bestlink College of the Philippines

1. Monica, Quirino Hi-way Novaliches, Quezon City, Philippines

**Adobe Photoshop (Web Designing)**

April 15 – 30, 2012

Xavier Technical Training Center

Tungko Mannga City of San Jose Del Monte, Bulacan, Philippines

**SEMINAR / TRAINING EXPERIENCE**

**Hospitality in the Service Industry Managing Handling Tours Seminar**

Hotel Veniz, Abanao St. Baguio City, PH National Teacher’s Camp, Baguio City, PH December 3, 2012 December 2, 2012

**PERSONAL DETAILS**

Nationality Filipino

Date of Birth/Location August 23, 1994/Philippines

Age 21

Marital Status Single