**OBJECTIVES**

***To provide services to a continuous growing company and to enhance my knowledge and skills in different aspect of Management.***

**SKILLS**

* Effective writing and oral communication skills for both English and Filipino language
* Knowledgeable in use of basic Microsoft Office Word and Microsoft Office Excel
* Has a good interpersonal skills (guest/employee relations skills)
* Excellent pro-active attitude to work
* Great ability to promote excellent quality, customer service, safety and security
* A talented, smartly dressed and hardworking individual willing to accept and provide a quality service can perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization. A good customer service and profitable knowledge of the day to day detail operations of the company

**PERSONAL INFORMATIONS**

Age : 22 years old

Birth date : August 4, 1993

Birthplace : , Rizal

Civil Status : Single

Nationality : Filipino

Height : 5’5

Weight : 58kg

Religion : Roman Catholic

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| **Tertiary** | |  |
| June 2010 – April 2014 | Bachelor of Technology Major in  Hotel and Restaurant Management  University Of Rizal System | | |

**EDUCATIONAL ATTAINMENT**

**WORK EXPERIENCE AND TRAININGS ATTENDED**

|  |  |
| --- | --- |
| **Admin Assistant/Office Staff**  **of Corporate Security and Safety Manager in Robinsons Land Corporation**  Job Responsibilities   * Answer, screen and transfer inbound phone calls * Ensure that all documents are filled in orderly manner per Building * Receive all written reports of detachment commander and Building Managers * Coordinate w/ corporate safety and security departments for preparation of Security Service Contracts. * Responsible for preparation of Security Budget for Fiscal and calendar year. * General clerical duties including photocopying, fax and mailing * Maintain electronic and hard copy filing system * handle requests for information and data * Resolve administrative problems and inquiries * Prepare and modify documents including correspondence, reports, drafts, memos and emails * Schedule and coordinate meetings, appointments and travel arrangements for manager * Prepare agendas for meetings and prepare schedules * Record, compile, transcribe and distribute minutes of meetings * Open, sort and distribute incoming correspondence * Maintain office supply inventories * Coordinate maintenance of office equipment * Coordinate and maintain an updated record of staff, telephones and other contacts per building. * Do the screening and check records of Security guards, security Officers and Receptionist * Check and approved DTR per Building detachments   **Jollibee Crew**  Jollibee crew responsibilities:   * always be jolly * attentive and fast * ensure that the customers are satisfied in your service * providing effective and exceptional service to customers and * must always maintain your station clean and organize according to Jollibee standards   **Receptionist/Housekeeping Trainee**  **Supervised Industrial Training (SIT – 3)**  **Front Desk/Sales and marketing assistant Trainee**  **Supervised Training (SIT – 3)**  Sales and Marketing Job trainee responsibilities   * Answering phone calls inquiries * Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions. * Provides sales vs. projection results by preparing and forwarding sales tracking reports. * Forwards samples by entering request; arranging shipment; notifying customer. * Walk around with the client to Describe selling status, rates, and benefits of all packages plans include menu, whole resort rental ,party venue and others.   **Housekeeping**  **Apprenticeship By Experience On Board (Apex)**  **Waitress/Cashier Trainee**  **Supervised Training (SIT – 2)**  **Waitress/Catering Servicers Trainee**  **Supervised Industrial Training (SIT-1)** | April 20,2014 - March 23 2016  Corporate Safety and Security Department  **Robinsons Equitable Tower**  **Altasev Inc. Makati City Philippines**  June –December 2012  Jolibee Morong Philippines  January 20 – March 9, 2014  Completed 300 hours  **La Breza 4star Hotel (City Philippines)**  November 10 – January 15, 2014  Completed 300 hours  **LeBlanc Exclusive Resort (Philippines)**  December 2012  **National Certificate II**  University of Rizal System (Rizal Philippines)  March 2012  Completed 200 Hours  Apprenticeship By Experience On Board (Apex)  ATS-Consolidated INC. (Philippines)  March 2012 – May 2012  Completed 300 hours  **Reyes Barbecue Restaurant (Sta. Lucia East Grand Mall)**  Philippines  April 2011 – May 2011  Completed 300 hours  **Loreland Farm Resort (City Philippines)** |

**First Name of Application CV No:** **1668594**

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