**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

|  |  |
| --- | --- |
| **Tertiary** |  |
| June 2010 – April 2014 | Bachelor of Technology Major in Hotel and Restaurant ManagementUniversity 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 2016Corporate Safety and Security Department**Robinsons Equitable Tower****Altasev Inc. Makati City Philippines** June –December 2012Jolibee Morong Philippines January 20 – March 9, 2014Completed 300 hours**La Breza 4star Hotel (City Philippines)**November 10 – January 15, 2014Completed 300 hours**LeBlanc Exclusive Resort (Philippines)**December 2012**National Certificate II**University of Rizal System (Rizal Philippines)March 2012Completed 200 HoursApprenticeship By Experience On Board (Apex)ATS-Consolidated INC. (Philippines)March 2012 – May 2012Completed 300 hours**Reyes Barbecue Restaurant (Sta. Lucia East Grand Mall)**Philippines April 2011 – May 2011Completed 300 hours**Loreland Farm Resort (City Philippines)** |

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

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