To engage in a career will allow for progress in terms of skills, socio economic development, and innovation through exposure to new ideas for personal/professional growth, as well as growth of the company.

**QUALIFICATION:** I am a Graduate of **Bachelor of Science in Hotel and Restaurant Management** at Salazar College of Science and Institute of Technology, Cebu City, Philippines.

**SKILLS AND PROFICIENCY**

* Knowledge in safetymeasurement
* Knowledge of basic computer
* Skirting, Buffet and table arrangement
* Experience in Housekeeping
* Administrative skills, pro-active
* Able to communicate English language both written and oral

**Special Skills:**

* Playing Basketball (Varsity Player)
* Cooking

**WORK EXPERIENCE:**

**Cebu El Pueblo International Services Corporation**

Philippines

**Time Keeper (2011-2015)**

* Compiles employees' time and production records like reviews timesheets, workcharts, and timecards for completeness.
* Computes total time worked by employees like posts time worked to master timesheet, and routes timesheet to payroll department.
* May calculate time worked and units produced by piece-work or bonus work employees, and be designated Time Checker or Work Checker.
* Locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter.

**Safety Officer/Area Supervisor (March 2015 - March 2016)**

* Coordination of all preventive and safeguards measures
* Ensuring coordination with emergency services
* Taking part in preparation of operational schemes
* Conduct toolbox meeting every department to avoid any incident happened
* Robing designate area time to time and reporting any incident within 24 hours

**MA. LINA CATERING SERVICES (Partime Job-8hrs)**

City Philippines

**Waiter (2004-2008)**

* Serving guest
* Buffet and table arrangement
* Skirting

**Crown Regency Hotel (On Job Training)**

Cebu City, Philippines

**Housekeeping/Waiter/Ward rub (November 2007-March 2008)**

* Clean rooms, lounges, lobbies, bathrooms and hallways
* Vacuum and wash carpets and rugs
* Empty wastepaper baskets and ashtrays
* Transport trash to waste disposal equipment
* Dust and polish wooden surfaces and furniture
* Replace light bulbs and repair fixtures
* Replenish bathroom and mini bar supplies

**TRAINING AND SEMINARS ATTENDED:**

I am successfully attended the training on **FIRE FIGHTING, ROPE RESCUE and WATER SEARCH and RESCUE (WASAR) TRAINING** held on October 9-13, 2015 at Carrascal Nickel Corporation, Sitio Gango, Bon-ot, Carrascal, Surigao del Sur.

**PERSONAL INFORMATION:**

Nationality : Filipino

Civil Status : Single

Date of Birth : January 27, 1984

**First Name of Application CV No:** **1669398**

Whatsapp Mobile: +971504753686

