**ROBERT P. REY**

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**Applying for:**

I enjoyed working in Hotel environment, the years of working experience in this field have shown the best out in me. I am confident enough to take a leap in my life and face new challenges that this exciting and cheerful Dubai would give.

**EXPERIENCE RECORDS: Total of 14 years**

 May 2008 – October 2015 (7 years)

 T**ransport Department Supervisor**

 **Hotel Receptionist**

Dos Palmas Island Resort & Spa,Palawan

(4 star island resort hotel)

Job Description:

* Become Transport department Supervisor after 2 years of working as a receptionist.
* Ensure the Daily schedules are all well prepared.
* Keeping the status record of all the vehicles, and its maintenance.
* Arrange all the schedules of driver, car designation and its destination.
* Ensure the safety and comfort requirements of the guests.
* Pick and drop of guest from airport to hotel.
* Including city tour and other destinations.
* As a receptionist I deal with bookings face to face, by phone or email
* Completing the procedures when guest arrive and leave.
* Choosing rooms and handing out keys.
* Preparing bills and taking payments.
* Dealing with guest special request or complain then inform the manager on duty.
* Ensure the security and safety of guest at all times.

December 2003 – March 2008 (5 years)

**Company Driver and Bellboy**

**Sofitel Philippine Plaza Hotel**

Philippines

Job Description:

* Become Company Driver after a year of being a bellboy
* Pick and drop of guest from airport to hotel
* Including city tour and other destinations.
* As a bellboy I welcomed guests and acted upon certain requests of the guests
* Assisting guest and securing all the luggage from a car until they reach their booked room.
* Ensure the security and safety of guest at all times.

**Donalds**

Philippines

 **Team Leader of food attendants, Crew**

Job Description:

* Ensure excellent and professional customer service at all times
* Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
* Attending weekly sales meetings.
* Handle guest complaints and notify the manager on duty.
* Completing each transaction in a quick and efficient manner.
* Take customer orders then prepare in a quick and professional way.
* Assisting customers with purchase decisions.
* Maintain awareness with menu and current promotions.
* Making sure that customers receive receipts on all purchases.

**SKILLS:**

* **Excellent Driving skills, Swimming and Diving**
* **Knows Microsoft word**
* **Trained about security and safety of the building and Guest**
* **Trained about food and beverages preparations**
* **Trained about housekeeping of the hotel.**

**EDUCATIONAL BACKGROUND:**

* 1999 - 2003 Graduate of **Business Administration Major in Marketing**

**Palawan State University**

 Puerto Princesa City, Palawan, Philippines

**PERSONAL DATA:**

**Date of Birth** : September 17, 1975

**Place of Birth** : Philippines

**Height** : 5’6

**Weight**  : 170 lbs

**Citizenship** : Filipino

**Civil Status** : Married

**Religion** : Christian Catholic

**First Name of Application CV No:** 1670712

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