which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

**SUMMARY OF QUALIFICATIONS**

* Over 5 years’ experience as a customer service and waiter in a hotel
* Positive attitude and disciplined work ethic
* Highly skilled in greeting guests in a polite manner
* Able to direct and accompany guests to different facilities and functions in the hotel
* In-depth knowledge of using computers and basic workplace equipment including photo copier and printer
* Good team player
* Excellent customer service skills

**Professional Experience**

**Data Encoder**

**Advanced Construction Technology Services**

**Retaj Building**

**(December 2015- January 2016)**

* Prepare, Compile and sort documents for data entry
* Check source documents for accuracy
* Obtain further information for incomplete documents
* Combine and rearrange data from source documents where required
* Check completed work for accuracy
* Store completed documents in designated locations
* Maintain logbooks or records of activities and tasks
* Respond to requests for information and access relevant files
* Print information when required
* Comply with data integrity and security policies
* Maintain own office equipment and stationery supplies

**The Theodore Hotel / Philippines**

**Waiter – Food and Beverage**

**(April 2010 - August2015)**

* Greet customers and seat them according to their preferences
* Present and open the menu (beverages section)
* Fill water glasses
* Take orders and provide information about menu items
* Suggest menu items when requested by the customer
* Repeat order to the customer
* Relay patrons’ orders to the kitchen
* Ensure order quality and quantity prior to serving
* Serve meals and side dishes
* Keep a constant eye on the table to gauge needs and fulfill them immediately
* Total customers’ check and take it to them and offer dessert
* Clear table and clean table tops
* Presenting the bill, Accept payment in cash and credit card
* Thank the Guests

**Development Academy of the Philippines**

**Waiter - Food and Beverage Service**

**(October 2007 – February 2010)**

* Greet customers and seat them according to their preferences
* Present and open the menu (beverages section)
* Fill water glasses
* Take orders and provide information about menu items
* Suggest menu items when requested by the customer
* Repeat order to the customer
* Relay patrons’ orders to the kitchen
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* Total customers’ check and take it to them and offer dessert
* Clear table and clean table tops
* Presenting the bill, Accept payment in cash and credit card
* Thank the Guests

**Educational Background**

Tertiary (2005 – 2007)

City College of Tagaytay

Philippines

Associate in Hospitality Management and Tourism

Secondary (2001 – 2005)

Tagaytay City Science National High School

Philippines

**Affiliation Center**

Basic Safety Course Magsaysay Training Center June 2009

Days Hotel Tagaytay City July 2006

TGI Friday Alabang Center April 2006

**Skills & Capabilities**

* Excellent customer service skills
* Professional appearance and demeanor
* Language: Able to communicate in English, in both written and oral forms
* Positive, energized and professional presence
* Well versed in Microsoft Office (Word, Excel, Power Point)

**Personal Details**

Age : 27

Date of Birth : June 06, 1988

Civil Status : Single

Height : 5”9’

Weight : 125lbs.

Gender : Male

Language : English, Filipino

Visa Status : Family Visa

**First Name of Application CV No:** 1671180

Whatsapp Mobile: +971504753686

