**OBJECTIVES**

Well motivated individual willing to serve and import knowledge, seeking for a position in a reputable company that enables me to apply my acquired knowledge and skills I have gained through my education and employment experience to ensure constant learning and provide professional growth.

**SUMMARY OF QUALIFICATIONS**

* Articulate with excellent verbal and written communication skills.
* Ability to perform high quality of office works with attention to detail.
* Ability to handle multiple tasks and can work under pressure.
* Capacity to learn quickly and use new found knowledge accurately.
* Strong Microsoft skills (Word, Excel, PowerPoint, Outlook)

**W0RK EXPERIENCE**

* **Data Encoder** **cum Receptionist**

Octal Engineering and Supplies, General Santos City, Philippines

August2014 - March 2016

* Enter data of clients information
* Prepare, compile and sort documents for data entry
* Obtain further information for incomplete documents
* Enter data from source documents into prescribed computer database, files and forms
* Store completed documents in designated locations and respond to requests for information and access relevant files
* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* **Waiter**

Armed Forces Officers Club and Hotel**,** Abu Dhabi, UAE

2013 - 2014

* Deliver professional, courteous, and efficient service to the guests
* Take orders and serve food and beverages to patrons at tables in dining establishment. Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Gather information from lead server/manager.
* Stock server station
* Maintaining proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks, removing courses, replenishing utensils, refilling glasses.
* Promptly respond to guest with any additional request.
* Help other areas of the restaurant such as answering telephones and completing financial transactions.
* **Assistant Cook**

BRAHAUS Restaurant and Pub Singapore City

December 2010 - December 2011

* Assist the cook in the day to day preparation of food and efficient running of the kitchen.
* Ensures high standards of sanitation and cleanliness are maintained throughout the kitchen area.
* Work and communicate effectively with the kitchen team and service staff.
* **Sales Representatives cum Customer Service**

FIESTA APPLIANCE Inc.

August 2009 - May 2010

* Educated customers concerning benefits of the product
* Answered queries and concerns regarding equipment, pricing, and availability
* Processed consumer transactions by means of a real-time computer in store marketing activities
* **Housekeeping Department (Laundry Attendant)**

MARCO POLO Hotel Davao City, Philippines

January 2009 - July 2009

* Collect dirty clothes ad beddings used by guests and prepare for washing.
* Separate the colored from white ones.
* Put marks or place in each containers according to owners to avoid misplacements.
* Assist customers with their laundry problem such as stains and faded colors.
* Maintain the cleanliness of the laundry area.

**PERSONAL INFORMATION**

**Age:** 26 years old

 **Date of Birth:** May 02, 1989

 **Civil Status:** Married

 **Gender:** Male

 **Place of Birth:** Tupi, South Cotabato

 **Citizenship:** Filipino

 **Height:** 5’5”

**EDUCATIONAL ATTAINMENT**

**Tertiary Education** **Bachelor of Science in Hotel and Restaurant Management**

 Goldenstate College - General Santos City, Philippines

 SY 2014 – 2015

**Secondary Education** **Secondary School Graduate**

 Tupi National High School - Poblacion Tupi

 South Cotabato, Philippines

 SY 2004 – 2005

**Primary Education** **Primary School Graduate**

Crossing Rubber Elementary School

 Tupi, South Cotabato, Philippines

 SY 2000 – 2001

**ACHIEVEMENTS / AWARDS**

* Competency Assessment in Housekeeping NC 11 Passer
* March 15, 2012

**First Name of Application CV No:** **1672098**

Whatsapp Mobile: +971504753686

