**ANNA**

Nationality: Filipino

Languages: English, Tagalog and Arabic



**Objective:**

To obtain a position within a company that will allow me to utilize my education and work experience for the benefit of the company as well as for my personal growth and professional advancement.

**EDUCATIONAL QUALIFICATIONS AND ACHEIVEMENTS:**

**VOCATIONAL COURSE:**

* Lucena Manpower Skills Training Center Accredited by TESDA
* Course**: Basic Reflexology**

**TERTIARY:**

* St. Anne College Lucena Incorporated Diversion Road Lucena City - 2001-2005
* Course: **Bachelor of Science in Nursing**

**SECONDARY:**

* Calayan Educational Foundation Incorporated Red-V Lucena City - 1998-2001
* Tanza National Comprehensive High School , Tanza , Cavite - 1996-1997

**Work Experience:**

* **Al Manar Grand Hotel Apartment (RECEPTIONIST) Dubai, UAE**
* **November 2015 up to present**
* **Hotel Al-Madinah Holiday as Guest Relation Officer (GRO) MUSCAT, OMAN**
* **January 2013 to January 2015**

***Duties and responsibilities:***

* Review the arrival list daily & assists in preparing & distributing welcome amenities.
* Meets and greets arriving guests & bids them farewell as they leave.
* Attend promptly to customer’s inquires & assists them with their needs.
* Logs the day’s activities in a logbook to ensure next person on the shift is familiar with everything that needs special attention.
* When it comes to complaints, I allow the guest to speak first & then provide solutions to their issues or concerns.
* Assists with check-ins / check-outs of clients.
* Provide feedback from guests to front office manager for action.
* Assist in any other duties when required by the front office manager.
* **Mug Café Restaurant& bar (Senior /Head Waitress)**
* **Jan 2010-2011**

***Duties and responsibilities:***

* Assist all customer’s needs
* Control the quality and service of our products.
* Supervise, coordinate and train junior staff.
* **The Sulo Riviera Lucena City (Front Desk Officer)**
* **Nov 2008-2009**

***Duties and responsibilities:***

* Welcomes visitors by greeting them in person or on the telephone; answering or referring inquires.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains safe and clean reception area by complying with procedures, rules and regulations.
* **GETS Pharma Philippines (Medical Rep.)**
* **Mar-Sept2007**

***Duties and responsibilities:***

* Promoting products
* Arranging appointments with doctors, pharmacists and hospital medical teams.
* Monitoring competitor activity and competitor’s products.
* Reaching annual sales targets.

**QUALIFICATIONS AND SKILLS:**

* Work well under pressure to meet deadlines.
* Collaborate well with co-workers, able to work independently
* Possess excellent communication and interpersonal skills
* Proficient in the use of computers.
* [To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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