**TWITY**

**Objective:** To obtain a full time position in a competitive and stable experience, enhance my skills through exposure to new ideas for professional growth, and use it for the effective and timely accomplishment of tasks and deliver excellent results.

**PERSONAL INFORMATION:**

Birth date: September 23, 1993

Age: 22

Gender: Female

Civil Status: Single

Citizenship: Filipino

**EDUCATIONAL BACKGROUND:**

* **Bachelor of Science in Hotel and Restaurant Management (2010-2014)**

**University of Bohol**

Tagbilaran City, Bohol, Philippines

* **Hingotanan National High School (2006-2010)**

Bien Unido, Bohol, Philippines

**WORK EXPERIENCE**:

* **Gas Equipment and Services Ltd. (Doha, Qatar)**

Front Office Assistant/ Admin Assistant (April 2015 up to present)

* Greet and assist the guests, clients, supplier and applicants
* Attentively answering and forwarding calls
* Receiving invoice and other documents
* Receiving & sending incoming and outgoing faxes
* Keeping HR related files like scan passport copies, QID and other forms
* Updating & maintaining the proper filing of employees file
* Preparing documents needed for applying visa, medical, health card and gate pass
* Updating & Maintaining the proper filing of all projects files
* Prepare purchase order for office stationeries
* Arranging and scheduling meetings in the conference room
* Arranging & maintaining the proper filling for all catalogues given by the suppliers
* Scanning & filling WOQOD Accomplishment Certificate
* Sorting resume or CV’s
* Laminating necessary documents
* Perform other related task.
* **Tiny Town British Nursery ( Doha, Qatar)**

Teacher Assistant (February to March)

* Assist the teacher to plan activities for children, such as storytelling or art project.
* Organize the classroom and plan intellectual activities for children as per teacher’s request.
* Interacting with the children, preparing snacks, teaching about alphabet, numbers, colors and shapes. Helping them get dressed and changing diapers when needed.
* **The Bellevue Hotel and Resort Bohol ( Bohol, Philippines)**

Lobby Ambassador/Lobby Assistant (May 2014 to August 2014)

* Greet all guest in the hotel in a warm and professional manner, make them feel welcome and anticipate their needs before they arise
* Recognize all returning and VIP guest, and welcome them back. Escort all guest checking into their accommodations following hotel procedure. Inform them about all the hotel and guest room features, hotel facilities and emergency procedures. Assist their luggage and acknowledge them by name.
* Make deliveries to guest room as instructed
* Store and retrieve luggage and other objects for guest
* Be aware of daily hotel activities, group and VIP arrivals
* Offer assistance to all guest and provide them with information requested and directions escorting the guest.
* **The Bellevue Hotel and Resort Bohol ( Bohol, Philippines)**

On-the-Job Training (September 2013 to March 2014)

* Assigned in the four departments of the hotel.

**SKILLS & CHARACTERISTICS:**

* Good leadership skills
* Good written and oral communication skills
* **Proficient in using MS Office such as MS Excel, MS Word, MS PowerPoint and MS Publisher**
* Can easily adapt to different computer applications
* Highly trustworthy, discreet and ethical
* Able to respond in a fast-paced, high-pressure environment with limited supervision
* Teachable and willing to be trained

**TESDA CERTIFICATES (Technical Education and Skills Development Authority):**

* FRONT OFFICE SERVICE NCII LEVEL
* FOOD & BEVERAGE SERVICES NCII LEVEL
* COMMERCIAL COOKING NCII LEVEL
* HOUSEKEEPING NCII LEVEL

**SEMINARS ATTENDED:**

* Document Training and Workplace Organization (held at GASCO Conference Room,2015)
* ISO Awareness Seminar ( held at GASCO Conference Room, 2015)
* Customer Based Training ( held at The Bellevue Hotel and Resort Function Hall, 2014)

**Job Seeker First Name / CV No: 1714206**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

