****JOHN**

*John.293577@2freemail.com*

**SKILLS**:

* Ability to professionally handle public contact, confidential information and maintain effective workflow
* Excellent command in English both written and verbal
* Good organization, communication and interpersonal skills
* Computer literate. Microsoft Office (Word, Excel, PowerPoint)

**PREVIOUS WORK:**

**Ship Steward**

Ultimate Charter Boat and Rentals, Dubai International Marine Club

February 19, 2013- May 04, 2016

* Maintaining interior housekeeping during a trip (detail cleaning) while also being held largely for responsible for guest- cabin.
* Providing excellent guest service
* Responsible for the safety of the passengers, the environment on board and the yacht.
* Assisting Yacht Captain and guest upon departure and arrival for tour.
* Assisting Yacht Captain and guest upon departure and arrival for tour
* Responsible for boat maintenance and proper handling of equipment
* Requisition and receiving of supplies and equipment of the yacht
* Making inventories of the Yacht supplies and equipment

**Storekeeper**

V. Ships Leisure (INTERNATIONAL CRUISE SHIP**)**

October 28, 2011 – June 13, 2012

* Responsible for receiving and ordering of supplies for all departments and making sure that received parts are labeled correctly and placed in their designated area in storage rooms as soon as possible and that same is marked accordingly to its store location utilizing the AMOS system / program
* Communicating with the suppliers / ships agent through E-mails / Phones for the Purchase Ordered.
* Coordinates and manages daily physical cycle counts and reconciles if actual counts reports
* Preparing of daily inventory sheets in all departments every end of the month.
* Sending monthly/weekly report on progress of components / materials inventoried to supervisor.
* Maintaining an orderly and rational storage system continue updating of materials and consumable stores.
* Responsible for Issuing of daily supplies / materials or items.

**Storekeeper**

M/V Queen Elizabeth II

Dubai, United Arab Emirates

October 08, 2010 – July 13, 2011

* Responsible for receiving and ordering of supplies for all departments and making sure that received parts are labeled correctly and placed in their designated area in storage rooms as soon as possible and that same is marked accordingly to its store location utilizing the AMOS system / program
* Communicating with the suppliers / ships agent through E-mails / Phones for the Purchase Ordered.
* Coordinates and manages daily physical cycle counts and reconciles if actual counts reports
* Preparing of daily inventory sheets in all departments every end of the month.
* Sending monthly/weekly report on progress of components / materials inventoried to supervisor.
* Maintaining an orderly and rational storage system continue updating of materials and consumable stores.
* Responsible for Issuing of daily supplies / materials or items.

 **WAITER**

 Crown Plaza Galleria Manila

 Manila, Philippines

 September 16, 2007 – October 01, 2010

**EDUCATIONAL ATTAINMENT**:

Hotel and Restaurant Management

St. John Technological College of the Philippines

Quezon City, Philippines

April 2007

**TRAININGS ATTENDED**:

Basic Soft Skills on Hotel Operations

 Food health and safety training

 Fire and safety training

 “I assure you that with my knowledge, skills and experience earned; I will render service that will contribute to the success of your company. I look forward for your favorable accommodation. May you be blessed with God’s grace.”

 \*Certificates Available Upon Request\*