**SEYCHELLE ROSE SALAS MARTOS**

**POSTION DESIRED: Office Admin/ Secretary (Related to Food & Beverage)**

**CAREER OBJECTIVE:**

As a degree holder, my objective is to obtain a position in your dynamic company so I can maximize my training experience, program development skills in the field of Hospitality and Administration.

**SKILLS:**

* Literate in Microsoft Offices (Word, Excel & Power point)
* Coordinates, cooperates and communicate tasks effectively
* Critical Thinking
* Time Management
* Active listener, learner and speaker
* High attention to details

**EDUCATIONAL BACKGROUND:**

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

St. Nicolas College of Business and Technology, Dolores City of San Fernando, , Philippines

2007-2011

**SEMINARS:**

* **Flair Bartending Seminar**

Training Center, St. Nicolas College of Business and Technology, Dolores City of San Fernando, Pampanga, Philippine (21st day of July 2009)

* **Introduction to Hospitality (leading the way of becoming a Hotel Professional)**
* **Basic Hotel Operations and Front Office Operations**

Embassy ballroom, Trader’s Hotel Manila, Philippines

(1st day of October 2007)

**JOB EXPERIENCE**:

1. **Food & Beverage Administration Department**

**Fujairah UAE**

**Position: Food & Beverage Secretary**

From 23rd of August, 2014- Present

**Job Descriptions:**

\*Responsible for organizing and maintaining up to date filing system in the food and beverage department.

\*Attends meetings and training sessions organized by the Hotel management for the staff.

\*Manages time effectively, to ensure quality and quantity work at the least time possible.

\*Reminds the Food & Beverage Manager and Sales Director appointment and meeting.

\*Capable of taking briefing minutes of meeting accurately and ensures prompt distribution every day.

\*Facilitates the information distribution and follows through regarding each outlet’s concern to other department.

\*Corresponds to email of guests inquiring restaurants and arranging special guests request whenever they have special occasions.

\*Handling restaurant reservation, inquiries and confirming the same.

\*Daily checking of online review sites like trip advisor, booking.com, homepage and revinate.

\*Raising purchase requisitions for the Department and follows through up to delivery dates.

\*Communicates to Sales & Marketing the next month’s promotion for F&B with certain follow ups requiring artworks, brochures and magazine ads.

\* Reports all guest comments, complaints, unusual incidents to the F & B Director and whole team.

\*Responsible for maintaining all business machine like computers, type writers, etc., in good working condition in the food and beverage office.

\*Act custodian of office supplies such brand collaterals and other office forms.

\*Prepares and understand profit & Loss presentation for the whole F&B Department.

\*Responsible for submitting finance statistics such monitoring of which discounts, packages & promotions generate more revenues.

\*Works in In Room Dining as order taker and All Day Dining as receptionist as well.

\*Crediting loyalty program points for Starwood Preferred guests.

\*Makes the monthly work attendance sheet manual and system wise for all F&B Associates.

**2.** **Savory Fast food Inc.**

**Position: Shift Manager / Officer in Charge**

Branch: SM City Pampanga, SM City Sta. Mesa, and Fishermall Quezon City, Philippines

13th of June, 2011- 6th of July 2014

**Job Descriptions:**

\*Basic Dining Key Result Area (scheduling, training, payroll and update of plantilla).

\*Conducts Food and Beverage costs analysis, theoretical costs and variances.

\*Marketing Management.

\*Overall in charge of store operations.

1. **Apprenticeship- By- Experience**

(**School On Board Learning Program)**

**Seminar, Workshop and Practicum Immersion**

**Covering Vessel Familiarization, Hotel Operations and Services**

**Basic Safety on Ship**

**150 Hours of Onboard Training (F&B and Housekeeping Department)**

**Via MV Superferry 12**

**Cebu- Manila Route**

February 2010

1. **On the Job Training**

**Food & Beverage Department**

**Future Diner’s Hotel Supreme Baguio City, Philippines**

26th day of July to 19th of September, 2010

**PERSONAL INFORMATION:**

**Age:**  25

**Date of Birth:** 15th of July, 1991

**Height:** 5 ft. 2 inches

**Weight:** 110 pounds

**Birth Place:** JBL, San Fernando, Pampanga, Philippines

 **Job Seeker First Name / CV No: 1798560**

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

 