**CURRICULUM VITAE**

**CLINT**

[**CLINT.330418@2freemail.com**](mailto:CLINT.330418@2freemail.com)

Education: B.S. in Commerce, Major in Marketing

**OBJECTIVE**



To be able to venture in a higher level of field of work which will give more opportunities to utilize my capabilities, experience and talents and contribute to the success of the company through being an excellent team player

**SUMMARY OF QUALIFICATIONS**

* Decisive and attentive to details with a practical approach to problem solving to ensure organizational objectives are achieved within a specified time line
* Enjoys being part of a successful and productive team and thrives in highly pressurized and challenging multi-cultural working environment
* Driven by new challenges and endeavors to be successful in all aspects of complex projects.

**PROFESSIONAL WORK EXPERIENCES**

**ADMINISTRATIVE STAFF CUM SECRETARY**

Interpublic Advertising and Public Relations Company

Abu Dhabi, UAE

February 2014 – March 2016

* Prepares all paper works, hotels, flight, bookings, schedules/appointments of the General and Marketing Managers
* Receives calls from suppliers & clients and routes the same to concerned personnel
* Reports all message details from clients and suppliers to Marketing Manager
* Prepares quotes, supplier and client invoices, petty cash, deposit receipts for the Accountant and follows up payments
* Monitors daily performance of the staff and coordinates with HR and General Services Department for company supplies, staffing and arranging staff leaves/vacations

**HEAD SERVICE ATTENDANT**

Heritage Village Restaurant Al-Ain, UAE

December 2011 – Dec 2014

* Entertains customers and clients with tact and courtesy
* Takes order and serves customers promptly
* Monitors cleanliness of dining area and surrounding
* Monitors needed materials for big events buffet and daily restaurant use
* Checks the performance service of the waiters/waitress

**PROFESSIONAL EXPERIENCE (Cont.)**

**ADMINISTRATOR (Housekeeping Department)**

Anantara Qasr Al Sarab Hotel Resort & Spa Liwa Hmeem Area, Ruwais, AUH, UAE

October 2009 to June 2010

* Coordinates paper works, tasking of personnel with the reception, concierge, engineering and all other departments
* Coordinates with attendants for room services and other guests’ needs
* Prepares daily and monthly reports to be submitted to the house keeping executive manager
* Prepares daily schedule of the staff and monthly performance report of the staff
* Maintains cleanliness of the rooms and surroundings of the hotels
* Serves the guests and clientele for room services

**RECEPTIONIST CUM SECRETARY Best Way Distributor**

Carmen, Cagayan de Oro City

July 2002- September 2009

* Entertains customers & clients & takes & files customers’ orders & booking in service line
* Prepares receipts for payments & types/encodes documents
* Answers and transfers incoming calls
* Records all purchase supplies & performs any other tasks as assigned

**STORE SUPERVISOR**

**MARTHE’ FRANCOIS GIRBAUD**

SM Mall – Cagayan De Oro City

July 2001 – July 2002

* Setting sales objectives of the stores.
* Attain the sales quota.
* Supervise the personnel with respect to quality service to appearance

**MERCHANDISING COORDINATOR CUM SECRETARY**

PLAZA FAIR – CAGAYAN

Limketkai Mall, Lapasan Cagayan de Oro City

February 1997 to June 2001

* Assists the store manager in buying and pricing merchandise, setting policies and procedures and in developing the merchandise plan for the group
* Reviews samples and prepares orders subject to approval by store manager
* Follows up purchase requests of merchandise in Manila
* Revises completeness, correctness and accuracy of subordinates’ reports including employee’s performance, attendance and other personnel and administrative matters.
* Conducts quarterly trips to Manila for purchasing purposes
* Monitors and reviews the concessionaire’s contract and sales performance
* Screens, attends to callers, walk-in clients and refers to appropriate office/divisions and makes appointment for head of office
* Prepares drafts of memos, correspondence, presentations, reports and other documents
* Receives, checks, dockets and maintains files of written and emailed communications
* Confirms/coordinates and schedules the director’s appointments/meetings
* Transmits/receives all kinds of messages
* Updates schedules of activities

**PROFESSIONAL EXPERIENCE (Cont.)**

**DEPARTMENT HEAD**

PLAZA FAIR- CAGAYAN

Limketkai Mall, Cagayan de Oro City

April 1996 to Feb. 1997

* Works with store supervisor and merchandiser on setting sales objectives of the department
* Monitors attainment of the department’s sales quota
* Directly supervises the sales personnel with respect to quality of services and appearance
* Exercises administrative control and supervision over personnel including enforcement of company policies with respect to employee’s performance, training, attendance, discipline, and other matters

**ASSISTANT DEPARTMENT HEAD**

August 1995 to April 1996

* Deals with customers thru assisting their needs and wants
* Makes inventory of stocks
* Monitors arrangements and cleanliness of merchandise
* Monitors out of stocks and overstocks

**TRAININGS/SEMINARS**

September 7-12, 1998 - Seminar on “Office Management”

Plaza Fair Cagayan de Oro City

May 8- 10, 1999 - Merchandising Workshop Seminar

Plaza Fair- Cagayan de Oro City

February 12, 1999 -Distribution Channel System Seminar

Liceo de Cagayan de Oro City

October 1999 -Product Positioning and Customer Services Seminar Plaza Fair-Cagayan de Oro City

July 2000 -Formulating Marketing Strategies Seminar

Liceo de Cagayan University

**PERSONAL DATA**

Date of Birth : March 11, 1972 Gender : Male

Civil status : Single Visa Status : Tourist Visa

**SPECIAL SKILLS:** Type writing and computer literacy