jo-nins garden and resort

**Career Objective**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**Work Experience**

**SKZ International Real Estate, Dubai** (Receptionist)

Partime for 3 Months (May-August 2018)

**Duties & Responsibilities**

* Manages the office and clerical works.
* Marketing of properties through several property portals like Dubizzle, Property Finder & CRM trained user.
* Building database of clients & overseeing the agents.

**Lceus Travel and Tours** (Visa Agent Assistance)

July 2017 to March 2018

**Duties & Responsibilities**

* Searching for possible clients and must convince them.
* Assuring that their documents are suitable with all the documents we needed and ensure that all the information provided is accurate and legal.

**Levante Trading, Dubai** (Receptionist)

June 2016 to June 2017

**Duties & Responsibilities:**

* Dealing with phone calls (telemarketing), answering inquiries, making quotations & arranging appointment with consultants, civil contractor, and interior designers to increase sales report.
* Creating and maintaining filing system organize.
* Maintain strong knowledge of the luxury products, its features and benefits.
* Assist, sell and build rapport with clients in the showroom.

**Resorts World, Philippines**(Usherette)

January 2016 to May 2016

**Duties & Responsibilities:**

* Smile and Greet patrons upon entrance to the venue, make sure they are in right seats, lighting the way if necessary, know the rules inside the entertainment hall & answer various questions to satisfy them.
* Scanning the tickets to verify authenticity.

**Venetian, Macau** (Cocktail Waitress)

July 2007 – August 2009

**Duties & Responsibilities:**

* Required to stand and walk in a long period of time, be visible at all times & required to know the safety and fire exits of the facility
* Monitor and maintaining cleanliness and hygiene inside the bar and outside the premises.
* Always wearing our smiles to greet and take the customers to their seats, provide them complimentary drinks assuring its fresh and cold.



**Jelly Ann**   
[jellyann.331525@2freemail.com](mailto:jellyann.331525@2freemail.com)

**Personal Information**

**Sex:** Female

**Nationality:** Filipino

**Visa Status:** Husband Visa

**Educational Attainment**

Philippine Women’s University

Hotel and Restaurant Management

2nd year College Undergraduate

2006-2007

**Core Skills**

* Able to operate MS office programs and POS system.

**Certifications**

* Hotel Exposure 2007
* Basic food handling and safety training in TESDA