

JISELLE

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**OBJECTIVE**

To work in an organization that can offer me a rewarding career opportunity and I, in return will give the best that I can offer to be one of the major parts that will contribute to the success and growth of the company.

**WORK EXPERIENCES**

**Hotel Holiday International**

Sharjah, UAE

January 4, 2011 – July 11, 2017

**GUEST SERVICE AGENT**

* Greet each guest in a friendly and polite manner.
* Creates 100% guest satisfaction by providing fast and friendly genuine hospitality and by exceeding guest expectations.
* Provides guests with assistance at the front desk during the check-in and check-out processes and throughout their stay.
* Responds to customer inquiries for information.
* Processes reservations by mail, telephone or fax.
* Arranges for services requested by the guest by working with other departments as appropriate.
* Posting payments/charges with supporting documents.
* Prepares/distributes petty cash.
* Encashment of foreign currency.
* Issuing of Safety Deposit Box to in-house guest, on request.
* Deposit all collected cash, cheque and foreign currency to General Cashier.
* Responsible for the requisition and safe keeping of all front office supplies.
* Count and verify all floats pertaining to the shift.
* Performs other duties as required to provide fast and friendly genuine hospitality.

**OUTLET CASHIER**

* Prepares check on receipt of KOT.
* Collects payment from the guest by cash, credit visa, foreign currency, city ledger or post to guest accounts/room.
* Cash deposits on shift/outlet basis daily.
* Prepare sales summary report for food and beverage daily.
* Prepare and close official checks summary report.
* Collects and serialized settled checks from all outlets at the end of the shift.
* Attend guest inquiries and reservations.
* Responsible for supplies requisition/distribution for all outlets.
* Do fillings in accounts and front office.

**SALES COORDINATOR /ADMIN & OPERATION ASSISTANT**

**Alta-Meco, Inc.**

Parañaque City, Philippines

February 3, 2009 – November 30, 2010

* Prepares Job Order, Sales Orders, Sales Invoice and Delivery Receipt.
* Prepares quotation and follow up submitted quotations.
* Prepares Sales Report (weekly and monthly).
* Assist Sales Representative requirements.
* Keep tracks of Samples
* Purchase and issue order in accordance to specification.
* Monitors operation in production plant and give instructions regarding job orders.
* Stock control, include handling of incoming stocks & outgoing stock allocation.
* Attend to phone inquiries and walk-in clients.
* Other duties as assigned.

**HR COORDINATOR**

**M-Power Services Solutions, Inc.**

Makati City, Philippines

July ‘2007– January ‘2008

* Responsible in all recruitment processing; test administration, preliminary interview, scheduling and endorsement of qualified applicants for further interviews with the requisitioning client.
* Prepares employee/s contracts, ID’s of all incoming employee and conducts exit interview and handles clearances of resigned employee/s.
* Initiates preparation and safekeeping of 201 files.
* Responsible for the requisition and safe keeping of all office supplies.
  + - * Update the applicant database and maintain applicant statistics.

**SECRETARY/INVENTORY CONTROLLER**

**MIROCOM Telecom Inc.**

Barangay Sunvalley, Parañaque City

May ‘2006 – June ‘2007

* + - * Responsible for checking and monitoring of stocks.
      * Receiving of incoming stocks.
      * Responsible for recording and verification of return and defective units.
      * Responsible for inspection and validation of outgoing units.
      * Responsible for filing of invoices, copies of customer’s DR and other important

documents,

* + - * Perform other clerical works.

**ADMINISTRATIVE STAFF**

**SMART Communications, Inc.**

Mandaluyong City, Philippines

October ‘2005 – April ‘2006

* + - * Responsible of preparing MRF (Manpower Requisition Form) and forwarding them to concerned department for approval.
      * Coordinate with HRD and Agency on the Manpower Requisition for Replacement and Billing Invoice request for payments.
* Responsible for timekeeping, checking and monitoring Daily Time Record (DTR).
* Responsible for checking Labor Cost and Billing Expense report of Contractual Employee assigned to AMMD – Logistics Department.
* Prepare Manpower Inventory Report for Replacement (Contractual who End their Contract).
* Responsible for filing of 201 files, Manpower Inventory Report and Billing Invoice for Administrative Section for easy and future reference.

### QUALITY CONTROL INSPECTOR

**M.A. Technology, Inc.**

SFB II, Phase 3, CPEZ, Rosario, Cavite

February ‘2004 - September ‘2005

* Check completeness of materials for mass production usage.
* Check material validity.
* Perform inspection according to work standard specification.
* Inspection, review and testing units if finished products pass prescribed standard quality.
* Maintained 5’s covered by area concerned.

**COMPUTER SKILLS**

* Proficient in windows software such as Excel, Word, PowerPoint & Adobe Photoshop.

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Information Technology (BSIT)**

Asian College of Science And Technology

Baliuag, Bulacan

September 2003

**PERSONAL DATA**

**Birth Date** **:**  March 09, 1980 **Citizenship** **:** Filipino

**Birth Place** **:**  Bulacan, Philippines **Civil Status** **:** Single

**Pa** **Visa Status** **:** Work Visa