**GREG**

**GREG.337371@2freemail.com**

**CAREER OBJECTIVE:**

**“To impart my knowledge and skills in terms of managing and promoting the company in the best way, to help promote company’s goals toward success and to engage myself in various challenging tasks that would enhance me more as an individual and lift up my professional career.”**

**QUALIFICATIONS**

* Great customer service skills
* Knowledge of hospitality etiquette and customer service training.
* Excellent written and verbal communication skills.
* Excellent in Microsoft Office
* Hardworking
* Fast learner, highly talented, motivated and goal-oriented
* Can work effectively under pressure
* Can establish and maintain effective working relationships with co-employees
* Has the ability to work efficiently in a fast-paced office environment

**WORK EXPERIENCED**

* **PALMA BEACH RESORT AND SPA**

Waiter Cum Cashier

October 17, 2014 – October 16, 2016

Umm Al Quwain, U.A.E

**JOB DESCRIPTION and RESPONSIBILITIES**

* Smile, greet and welcome guests and make them feel comfortable.
* Take orders and serve food and beverages to patrons at tables in dining establishment.
* Assisted clients in menu decisions.
* Maintained cleanliness in the dining area.
* Produced engaging fliers, postcards, and mail pieces to increase company awareness.
* Responsible for accomplishing all reports needed for the daily inventory of stocks.
* Ensure that high level of food safety practices is implemented in the station.
* Approach all visitors and customers warmly, whether inside selling area or outside selling area.
* **MANNA FOODS AND BEVERAGES PHIL. INC.**

DATA ENCODER

February 1, 2013 – August 31, 2014

General Santos City, Philippines

**JOB DESCRIPTION and RESPONSIBILITIES**

* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Processes employees and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters employees and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered employees and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Tests employees and account system changes and upgrades by inputting new data; reviewing output.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains customer confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.
* **GNET.PH, INC.**

SALES ASSOCIATE

February 1, 2013 – January 30, 2014

General Santos City, Philippines

**JOB DESCRIPTION and RESPONSIBILITIES**

* Welcome and advise customers (so practice your smiling)
* [Ensure goods are well displayed](http://www.totaljobs.com/careers-advice/job-profile/retail-jobs/merchandiser-job-description) (an organized shop is a happy shop)
* Handle payments
* Arrange ordering and delivery
* Receive deliveries from [suppliers](http://www.totaljobs.com/careers-advice/job-profile/retail-jobs/supply-chain-job-description)
* Keep the shop floor clean and tidy
* Assist customers and make sure their shopping experience is enjoyable so they come back.
* **MLOFT HOTEL**

Room Attendant / Hotel Housekeeper

January 15, 2012 – January 16, 2013

General Santos City, Philippines

**JOB DESCRIPTION and RESPONSIBILITIES**

* Responsible for ensuring that guest rooms and public areas of the Hotel are cleaned and linens are restocked, ensuring the Hotel is maintained to the high presentation.
* Cleaning of hotel rooms/condos including: dusting, vacuuming, changing bed linens,

cleaning bathrooms, kitchen area, lobby and common areas.

* Provided consistent and prompt friendly service and needs for new and current guests
* Participated in monthly staff meeting and training sessions.
* Maintain a consistent high level of customer service by developing excellent relationships.
* Courteously and promptly responds to guest room requests
* Works closely with other departments to achieve maximum guest satisfaction
* Maintains a clean, safe, hazard-free work environment at all times
* Understands the emergency procedures for the entire Hotel.
* Report any maintenance issues immediately to housekeeping supervisor, including all furniture, fittings and equipment
* Keep up to date with current promotions and hotel pricing, to provide information to guests, on request, while maximizing bedroom sales opportunities
* Reviews daily inventory of rooms, arrivals and departures.
* Reviews daily inventory of supplies needed to complete the assignments for the day.
* Responsible for checking guest occupancy and verifying that rooms have been vacated

**EDUCATIONAL ATTAINMENT**

Tertiary Bachelor of Science in **HOTEL and RESTAURANT Management**

          Goldenstate College, General Santos City, Philippines

 June 2009-March 2013

SecondaryLagao National High School

                          Purok Malakas,General Santos City, Philippines

                          March 2005-2013

Primary Bula Central Elementary School

Zone 8 Bula

 General Santos City, Philippines

 March 1999- 2005

**PERSONAL BACKGROUND**

Age : 24

Gender : Male

Nationality : Filipino

Civil Status : Single

Height : 5’6

Language : English, Tagalog