|  |  |
| --- | --- |
|  | JAMELINE  |
| 4/4/2017 |  |
|      | JAMELINE.359788@2freemail.com  |

|  |  |
| --- | --- |
|  | ObjectivesTo seek for a position which commensurate my trainings and work experience and to be able to work in an enterprise that will enhance my skills and capabilities for the benefit of the company.experience**SALES COORDINATOR CUM SECRETARY****GOLDEN GARDENS FOODSTUFF TRADING LLC.**MAY 2016 TO PRESENT* Provide personal and professional support to directors
* Manage files, record systems, office supplies and inventory
* Provide front desk support to guests and clients
* Distribute mail and faxes to appropriate recipients
* Manage petty cash of office
* Make sure that customer complaints are catered to appropriately
* Assist in interviewing and hiring personnel
* Keep office area clean and organized.

FRONT DESK RECEPTIONISTFORTUNE GRAND HOTEL LLC.FEBRUARY 17, 2014 – MAY 13, 2016 * Responsible for handling front office reception and administration duties, including greeting guest upon arriving the hotel.
* Greeting visitors and handling inquiries from public
* Provides assistance to the guest at any inquiries they need.
* Perform basic bookkeeping, filling, and clerical duties
* Double check on the entries to avoid errors before entering on the system.

 HOSTESS CUM RECEPTIONISTQUBE RESTAURANT & CAFEDECEMBER 02, 2013 – FEBRUARY 04, 2014 * Assisting clients upon arriving at the Hotel.
* Politely attends telephone calls.
* Provides assistance to the guest at any inquiries they need.
* Always making the customer feel comfortable while waiting on the counter.
* Double check on the entries to avoid errors before entering on the system.
* Ask the customer to always check for their change before leaving the cashiers area.

HOSTESS CUM CASHIER**HUES BOUTIQUE HOTEL**FEBRUARY 26, 2012 – OCTOBER 20, 2013* Assisting clients upon arriving at the Hotel.
* Politely attends telephone calls.
* Provides assistance to the guest at any inquiries they need.
* Always making the customer feel comfortable while waiting on the counter.
* Double check on the entries to avoid errors before entering on the system.
* Ask the customer to always check for their change before leaving the cashiers area.

**HOBBIES** * Reading
* Swimming
* Cooking

**ADDITIONAL INFORMATION*** Date of birth : March 12, 1981
* Age : 36 yrs. old
* Place of Birth : Matnog, Bulan Sorsogon,Bicol Province
* Civil Status : Single
* Gender : Female

I Hereby certify that all above mentioned information are all true and to the best of my knowledge. |