|  |  |
| --- | --- |
|  | JAMELINE |
| 4/4/2017 |  |
|  | [JAMELINE.359788@2freemail.com](mailto:JAMELINE.359788@2freemail.com) |

|  |  |
| --- | --- |
|  | Objectives  To 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 RECEPTIONIST  FORTUNE 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 RECEPTIONIST  QUBE RESTAURANT & CAFE  DECEMBER 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. |