**First Name of Application CV No 217662**

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**OBJECTIVE**

To obtain a position in the field of Hotel and Restaurant Management or other related discipline for the purpose of sharing diverse experience and wherein acquired skills, knowledge and abilities will be utilized. To work in a healthy and competitive environment that offers challenges, growth and advancement according to performance and ability.

**SKILLS**

* Good customer service skills
* Good Driving skills with valid Philippine Professional Driver’s License
* Creative, artistic and with a good freehand skills in sketching and drawing
* Basic Bar Tending Skills, Fruit Carving Skills
* Proficient in Microsoft Office Applications such as MS Word, Excel, PowerPoint
* Knowledgeable in Adobe Photoshop and Moviemaker

**WORK EXPERIENCE**

**PARQUE ESPANA RESIDENCE HOTEL**

Housekeeping Supervisor

January 2015 to March 2015

March 2014 to September 2014

November 2012 to September 2013 Manila, Philippines

* Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness
* Investigates complaints regarding housekeeping service and equipment, and takes corrective action
* Obtain list of rooms to be cleaned and list of prospective check-outs or discharges to prepare work assignment
* Coordinates work activities among departments
* Inventories stock to ensure adequate supplies
* Prepares reports concerning room occupancy, payroll, and department expense
* Performs cleaning duties in cases of emergency or staff shortage
* Records data regarding work assignments, personnel actions, and time cards, and prepares periodic report
* Establishes standards and procedures for work of housekeeping staff.
* Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy

**SGS (Saudi Ground Services Company) - Shaheen Air International Ltd.**

Check – In Agent/ Philippine Hajj Support Temporary Staff

October 2014 to November 2014

October 2013 to November 2013 Jeddah, Saudi Arabia

* Generate flight reservations using airlines computer system and issue airline tickets and boarding passes
* Direct passengers to and from the aircraft and provide information and assistance to customers
* Ensure that passengers follow the security and hazardous material regulations of the aircraft
* Generate flight reservations using airlines computer system and issue airline tickets and boarding passes
* Perform additional functions which may be assigned from time to time
* Weighing baggage and collecting any excess weight charges
* Taking care of people with special needs, and unaccompanied children
* Expedites the resolution of customer problems and complaints.
* Operate cash registers and ensure the price is correct and pack purchases.

**Marina Food Corporation**

Waiter

April 14, 2011- October 11, 2012 Makati City, Philippines

* Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
* Present menus to patrons and answer questions about menu items, making recommendations upon request.
* Garnish and decorate dishes in preparation for serving.
* Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and/or brewing coffee

**TRAININGS ATTENDED**

**Refresher Course for Room Attendant Bar Exposure Program (TGIF)**

Manila, Philippines Rizal, Philippines

February 10, 2013 February 16, 2011

**Gloria Jean’s Coffees,**

**Coffee Session with the Academe**

World Coffee & Barista Basic

Pasig City, Philippines

October 17, 2009

**EXTRA CURRICULAR ACTIVITIES**

**Finalist on the 6th Goldilocks Finalist, Arellano University**

**Intercollegiate Cake Decorating Challenge Cake Decorating Challenge**

Pasay City, Philippines Pasig City, Philippines

February 6, 2011

## EDUCATION

**Bachelor of Science in Hotel and Restaurant Management**

2008 – 2012

Arellano University

Pasig City, Metro Manila, Philippines

**PERSONAL INFORMATION**

Date of Birth : May 14, 1990 Citizenship : Filipino

Age : 25 yrs. Old Religion : Catholic

Sex : Male Height : 5’3

Civil Status : Single