**Rochelle**

**Rochelle.366007@2freemail.com**

**Objective:** To be a part of a company that gives me platform to develop new skill set while utilizing my present knowledge.

**Working Experience:**

**Management Trainee**

RE&S Enterprises Pte. Ltd. Singapore

March 28, 2013 – August 23, 2016

* Draw up client bookings for tables and ensure that tables are set before clients’ arrival
* Responsible for the welcoming and the well-being of the guests

throughout their stay

* Manage the front desk by receiving incoming calls, greeting and attending to customers
* Keep records of guests who visit the restaurant
* Assist customers with answers to queries, and proffer solutions to issues within your capacity
* Collaborate with other restaurant staff and the management to ensure that customer complaints are properly attended to in a timely manner
* To comply with all security and maintenance measures to ensure the protection of

guests and company property.

**Attributes and Qualities:**

* Excellent phone etiquette
* Excellent communication skills
* Multitasking ability
* Ability to pay attention to details
* Ability to maintain orderliness.

**Educational Background:**

**2011 – 2012 *BMC INTERNATIONAL COLLEGE*, SINGAPORE**

***Certificate in Hotel Management***

I hereby certify that the above information is true and correct according to the best of my knowledge and ability.