# Syrrene

# Syrrene.366478@2freemail.com

**CAREER OBJECTIVE:**

 To obtain the position that will fit to my qualifications that will help to develop my skills and knowledge for continuous career improvement in hospitality industry.

**EDUCATIONAL BACKGROUND**

**Tertiary: Hotel and Restaurant Administration**

STI College Muñoz EDSA

 Tanco-cu Bldg., EDSA Quezon City

 2010-2016

**Secondary:** **Sta. Teresita National High School**

Sta. Teresita, Batangas

 2006-2010

**SKILLS:**

* Excellent in Front Office and Clerical Duties
* Committed, hardworking, with sense of professionalism
* Confident attitude to proactive approach to work
* Highly versatile to people, adjust easily to situation, can work under less supervision and stressful situations
* Computer Literate : Microsoft Office and the Internet

**JOB EXPERIENCE:**

**Front Office Receptionist**

Country Club Hotel

Bur Dubai Mankhol

December 2016 – March 2017

**Duties and Responsibilities:**

* Welcoming the guests and provide quality service to meet their needs
* Attend incoming enquiry calls with regard to hotel reservations and other hotel services
* Coordinate with Housekeeping Department to make sure that rooms are properly cleaned for hotel guests occupancy
* Responsible in keeping records pertinent to the daily operation of the organization

**Front Office Receptionist**

Albergus Catering

16 Capitol Hills Drive, Old Balara, Quezon City

May – October 2016

**Duties & Responsibilities:**

* Carry out clerical and administrative duties efficiently for various departments including correspondence, logistics coordination, customer relations and supplier dealings
* Cater visitors’ enquiries in relation to the Company’s nature of business by phone, email or in person
* Attend incoming calls and conduct follow-ups on matters pertinent to daily

Operations

* Responsible in keeping records pertinent to the daily operation of the organization

**On-the-Job Trainee**

Front Office Department

Rembrandt Hotel

Tomas Morato Ave., Quezon City

December 2015 - February 2016

**Duties & Responsibilities:**

* Meet and greet hotel guests and provide quality service to meet their needs
* Attend incoming enquiry calls with regard to hotel reservations and other hotel services
* Assist in room reservation of hotel guests from phone calls and walk-in
* Coordinate with Housekeeping Department to make sure that rooms are properly cleaned for hotel guests occupancy

**National Certificates II**

* **Food & Beverage Services II**
* **Housekeeping II**
* **Cookery II**

**PERSONAL PROFILE:**

Date of Birth: July 27, 1994

Place of Birth: Sta. Teresita, Batangas

Age: 22

Citizenship: Filipino

Religion: Roman Catholic

Visa Status: Tourist Visa (Valid Until July 12, 2017)

Notice Period: Immediate

Available upon request

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