

**NAME** :Olinad

**DATE OF BIRTH** :16 June 1995

**AGE** :22 years old

**NATIONALITY** : Filipino

**MARITAL STATUS** :Single

**EDUCATION** : Bachelor of Science in Hospitality Industry Management,

Cagayan State University, Cagayan, Philippines

**LANGUAGES** : English (Fluent)

Tagalog (Mother Tongue)

**QALIFICATIONS** : English excellent communication and interaction skills,

: Able to adapt new concepts quickly while working under pressure.

: The ability to multi-tasks and get work done according to strict deadlines.

: Knowledgeable in Hospitality works specifically in hotel industry

: Knowledge in MS Office & Opera system.

**WORKING EXPERIENCE:**

**From November 4, 2015 to March 16, 2017**

Employer : **Best Western Plus Doha**

Position : **Housekeeping Coordinator/Room Attendant**

Hotel Address : Old Salata Al Safilia Street, Doha Qatar, P.O. Box 20409 14335

**Job Descriptions**

* Ensuring all guest requests to be given.
* Ensuring Public areas and guest rooms are clean at all times.
* Following health & safety guidelines when handling chemicals.
* Complying with all Health & Safety regulations at all times
* Monitoring stock level of housekeeping supplies and reporting shortfalls to Senior.
* Always updating the Executive about the operating status of Housekeeping.
* Responsible for all calls coming to the Desk and to convey the right message to the right person.
* Maintaining records related to day to day operations of Housekeeping..
* Updating the Housekeeping data board with information like VIP in-house, Today's occupancy Percentage, arrivals, departures, to do list, rooms for super cleaning etc.
* Good understanding of the property management soft wares (Opera system.)
* Allocate work for each staff according to point system / work load for the day.
* Good knowledge in handling guest requests
* Good knowledge of Housekeeping operations.

**From March to July 2015**

Employer : **Municipality of Tuguegarao**

Position : **Municipal Clerk**

Address : Tuguegarao City Cagayan Valley Philippines

**Job Descriptions**

* Answering telephone calls.
* Maintaining diaries
* Arranging appointments.
* Taking messages
* Typing and word processing.
* Filling
* Organizing and servicing meetings (producing agendas and taking minutes)

**On the Job Training (OJT) Attended:**

**Hotel Training : Pulsar Hotel, Resort and Leisure**

Alimannao Hills, Tuguegarao City Cagayan, Phlippines

Date : June 2014 to Mid. of February 2015

Position : Receptionist, Room Attendant, Bellman

Skills Acquired : Housekeeping Knowledgeable and Computer Literate

**Restaurant Training : Goto King Restaurant and Bar**

Bonifacio Street, Tuguegarao City Cagayan, Philippines

Date : Mid. of February 2015 to June 2015

Position : Dinning crew, Bar Cashier

Skills Acquired : Restaurant Knowledgeable and Good Mathematical thinking

**Seminar Conducted and Attended:**

**Training Title : “Explore, Tour, Learn: Discover the world of Hospitality** **Industry”.**

Conducted by : Cagayan State University (**HIM)** Senior Student

Training About : How the Hotelier will run into Hospitality Industry

**Training Title : “Harnessing and Optimizing Future Hoteliers and Restaurateur through Extensive Learning”.**

Conducted by : Holiday Plaza Hotel

Training About : Giving knowledge and lecture about operating your own hotel and restaurant.