**DYNE**

🖂 Email address: [dyne.368938@2freemail.com](mailto:dyne.368938@2freemail.com)

A detail - minded individual combining strong interpersonal and communication skills seeking for a challenging position that will utilize my main gauge of performance, analytical skills and will allow me to grow into positions of broader responsibility.

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| **HIGHLIGHTS OF QUALIFICATIONS** |
| * Holds a degree in **Bachelor of Science in Tourism Management** from Fil-Amer Christian University. * Advance English Communication Skills both Oral and Written * Able to carry out tasks with minimal supervision and deliver results within the deadline. * Knowledgeable in Microsoft and Internet applications. * Organized, efficient time manager, and effective communicator. * Proficient in Customer Service |

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| **WORK EXPERIENCES** | | | |
| **Urban Manor Hotel and Restaurant**  Sacred Heart of Jesus Avenue, Pueblo de Panay, Lawa-an  Roxas City, Capiz, Philippines  **January 6, 2016 - March 7, 2017**  **Positions: Front Office Staff**  **Responsibilities:**   * Greet visitors warmly and make sure they are comfortable. * Answer phones and operate a switchboard. * Route calls to specific people. * Coordinate mail flow in and out of office. * Ensure accurate and efficient running of reception including check in/out procedures. * Respond to guest queries in a timely and efficient manner. * To understand thoroughly all hotel room categories, room rates, packages promotions and other general product knowledge necessary to perform daily duties. * Assist other department wherever necessary. * Maintain good working relationships with co intern and team members.   **Roxas City Tourism Promotions and Development Center**  Balay Kapisnon, Mckinley Street  Roxas City, Capiz, Philippines  **March 15, 2013 - October 22, 2015**  **Positions: Office Assistant**  **Responsibilities:** | | | |
| * Greet clients and direct them to the correct staff member. * Co-ordinate and organize appointment and meetings. * Assist with the organization of promotion and events. * Ensure office equipment is properly maintained and serviced. * Perform work related errands as requested such as going to the post office and bank. * Handle delivery queries. * Monitoring incoming e-mails and answer or forward as required. * Update and maintain internal staff contact lists. * Keep office area clean and tidy.   **Gaisano City Roxas**  Arnaldo Boulivard  Roxas City, Capiz, Philippines    **April 8, 2011 – January 26, 2013**  **Positions: Sales Representative**    **Responsibilities:**   * Greet customers and ascertain what each customer wants or needs. * Assisting customers to find the goods and products they are looking for. * Answering queries from customers. * Giving advice and guidance on product selection to customers. * Stocking shelves with merchandise. * Keeping up to date with special promotions and putting up displays. * Assists other team members with transactions if necessary. | | | |
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| **PERSONAL INFORMATION** | | |
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| Visa | : | Visit Visa |
| Date of Birth | : | 08-Feb-1992 |
| Place of Birth | : | Calinog, Iloilo |
| Age | : | 25 |
| Sex | : | Male |
| Marital Status | : | Single |
| Nationality | : | Filipino |
| Height | : | 5’10” |
| Weight | : | 56kgs |
| Religion | : | Protestant |
| Language | : | English, Tagalog |

## *References:*

Available Upon Request