**DYNE**

🖂 Email address: 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.

|  |
| --- |
| **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
 |

|  |
| --- |
| **WORK EXPERIENCES** |
| **Urban Manor Hotel and Restaurant**Sacred Heart of Jesus Avenue, Pueblo de Panay, Lawa-anRoxas 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 StreetRoxas 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 BoulivardRoxas 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.
 |
|  |
|  |
|  |
| **PERSONAL INFORMATION** |
|  |  |  |
| 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