**CLAIRE**

Address: Dubai

E-mail address: Claire.374251@2freemail.com

Visa Status: Visit Visa

**OBJECTIVE**

To contribute the company’s success by applying my acquired skills, knowledge and experience as hotelier and as a sales that build a good relations and to improve my ability to work well with people.

**EXPERIENCE, TRAININGS AND SEMINARS**

**EXPERINCE**

**April 8, 2016 - January 8, 2017**

Employee of Henady Inn Main/Annex under Front Office/ Housekeeping Department in 9 months.

**Duties and Responsibilities**

* Maintain the good relation with the guest/s.
* Always smile when communicate and entertaining the guest/s.
* Maintain the cleanliness and orderliness of the establishment.
* Always familiarized about the kinds and prices of the rooms.
* Being alert in check-in/check-out guest/s.
* Can handle guest complains.
* Greeting all arriving guest/s.
* Do an inventory.
* Checking all rooms and reservations.
* Answering telephone calls and emails.

**February 2, 2017 - August 2, 2017**

Employee of Mart One under sales assistant in 6 months.

**Duties and Responsibilities**

* Being familiarized about the location of your products.
* Always smile when greeting them and be presentable.
* Do an attractive display and inventory.
* Build productive trust relationships with customers.
* Know your responsibilities as an employee.
* Answering queries and assisting customers.
* Team up with co-workers to ensure proper customer service.
* Remain knowledgeable on products offered and discuss available options.

**TRAININGS AND SEMINARS**

**November 16, 2015 – February 10, 2016**

Successfully completed 600 hours of

On the Job Training in housekeeping, food and beverages and front office department at Astoria Plaza.

**Sept 2, 2014**

Front Office Procedures and Opera Management System Training

Held at City Garden Suites, Manila, Philippines

**March 2, 2014**

Housekeeping Seminar with Hotel Familiarization Tour

Held at Hotel Luna, V. Delos Reyes Corner Gen. Luna St. Vigan City, Ilocos Sur Philippines

**HIGHEST EDUCATIONAL ATTAINMENT**

***COLLEGE***

***Bachelor of Science in Hotel and Restaurant Administration***

***University of Northern Philippines***

***2012-2016***

**SKILLS AND ATTRIBUTES**

● Perform Good Services ● Workmanship

● Events Management ● Courtesy

● Provide Food and Beverage Services ● Industry

● Front Office Management ● Fear of God

● Trustworthy

**PERSONAL BACKGROUND**

Address : Dubai

Date of Birth : April 4, 1996

Height : 5’2”

Civil Status : Single

Citizenship : Filipino

Passport : P0501848A

Valid Until : October 3, 2021

Religion : Roman Catholic

Language Spoken : English, Tagalog

 **CLAIRE**

APPLICANT