**

LEONARD

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| **PERSONAL DETAILS** |

***Nationality***

**Filipino**

***Date of Birth***

**February 28, 1986**

***Sex***

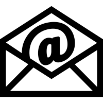
**Male**

***Language***

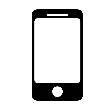
**English & Tagalog**

***Civil Status***

**Single**



[**leonard.379156@2freemail.com**](mailto:leonard.379156@2freemail.com)



**C/o 0503718643**

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| **O B J E C T I V E** |
| An experienced and highly successful in Hospitality Industry. Possess excellent communication, decision making, and time management. A strong leadership skills with presentable personality and highly organize and dedicated, with positive working attitude, self-motivated and productive with work ethics. I am now looking forward to making a continued significant contribution & to work on a progressive organization on a challenging position in F&B, sales and customer service field. |
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| **C A R E E R S N A P S H O T S** |
| * **COMMIE WAITER** (February 2013 to Present)   Mahiki Dubai UAE |
| * **SALES EXECUTIVE & RECEPTIONIST** (June 2011 to December 2011)   Northomes Pension, Bogo Cebu City, Philippines |
| * **FOOD DISPATCHER AND WAITER** (May 2009 to June 2011)   Kusina Selera, Davao City, Philippines |
| * **CAPTAIN WAITER AND WAITER** (March 2007 to April 2009)   Hotel Elena, Davao City, Philippines |
| * **BANQUET WAITER (OJT)** (June 2006 to August 2006)   The Grand Men Seng Hotel, Davao City, Philippines. |
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| **A R E A S O F E X P E R T I S E** |
| ***Food and Beverage Services, Sales Representative, Receptionist and Customer Service:***   * Proficient in food and beverage services, especially in Menu Selling and up selling. * Skilled in table set-up, napkin folding and skirting for function or formal dinner * Capable in performing food dispatching, cooking dessert and breakfast meals in the kitchen. * Experienced as a sales representative. * Expert in Receiving calls, inquiries and bookings.   ***IT Skills***   * **Proficient in MS Office Suite** (Word, Excel and Outlook), Email and Internet Applications. |
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| **P R O V E N J O B R O L E** |
| **Commie Waiter – *Mahiki,*** *Dubai, United Arab Emirates*   * Assisting the VIP waiter/waitress in taking orders and serving the guest. * Perform mise en place, clearing and replenishing tables, and run food and drinks to the table. * Perform other duties such as inventory and Receptionist. |
| **Sales Executive and Receptionist – *Northomes Pension,*** *Bogo, Cebu City, Philippines*   * Welcome and greet the Guest and offering them assistance. * Answer telephone calls, inquiries and e-mails. * Plan and organize programs and activities to generate business to boost sales. * Visit Clients to discuss proposal, arrangement and submit contract for signing * Take processes, follow-up finalize and confirm function room reservation and guest rooms. * Overseeing function halls/rooms to ensure that all necessary arrangement are carried out and supervise banquet personnel. |
| **Food Dispatcher and Waiter – *Kusina Selera***, Davao City, Philippines   * Assign in food quality control and food garnishing. Take and serve food and beverages order to the guest. * Dispatch the food from the kitchen to the dining area. * Assist in preparing and cooking desserts and breakfast meals as well as food preparation. |
| **Captain Waiter and Waiter – *Hotel Elena***, Davao City, Philippines   * Receive, greet guest and attend to their needs, inquiries and complaints. * Monitor the necessary preparations and sees to it that all needed supplies are available and in good condition. Supervise daily inventory and submits inventory report to the manager. * Monitor the staffs performances and delivery of service, as well as table set-up and clearing of the tables. * Conduct performance evaluations of the staff and trainees and prepare staff schedule side duties and assignments. |
| **EDUCATIONAL ATTAINMENT** |
| **2 - Year Hotel and Restaurant Management (Diploma) -**  *March 2006*  *Joji Ilagan Foundation College, Davao City, Philippines* |