**

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**



**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.
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| **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.
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| **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.
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| **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.
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| **EDUCATIONAL ATTAINMENT** |
| **2 - Year Hotel and Restaurant Management (Diploma) -**  *March 2006**Joji Ilagan Foundation College, Davao City, Philippines* |