**CV JOSEPHINE**

 PERSONAL INFORMATION

NAME: **JOSEPHINE**

DATE of BIRTH: 15-07-1988

EMAIL : Josephine.381060@2freemail.com

Profile

 I am interprising young professional intending to continue my development as a hospitality

Industry terms of result and objectives, I am enthusiastic, and work with deciveness and conviction, I have pro active attitude

And find a positive ways to stimulate and engage with people.

EDUCATION

2010---2011 : BACHELOR OF ELEMENTARY EDUCATION

 POLYTECHNIC COLLEGES, BATAAN PHILIPPINES

* RELEVANT COURSES: organisational development, social influence,and communication and leadership.
* There design: to how manage and discipline the kids to being pro active,attitude,creative
* Average grade: 8.5/10

2006---2008 : BACHELOR OF BUSINESS ADMINISTRATION

 UNIVERSITY OF NUEVA CASERES, PHILIPPINES

* RELEVANT COURSES: ACCOUNTING, BUSINESS MANAGEMENT,PROFIT AND STATISTIC TO GROW THE CAPITAL GROSS AMOUNT OF BUSINESS.
* AVERAGE : 2:85

EXTRACURRICULAR ACTIVITIES

2008—2008 : vice president, children quiz committee,Bataan Foundation.

* Manage committee of 45 children student
* Hosted children play Activities,packs of 60
* Hosted orient the family with parents how to help a child to grow with manners,pleasant,proactive.

20010------: HOSTED BY THE YOUNG PEOPLE ABOUT GREEN INVERONMENT

* Contact the training how to protect the invironment mother earth
* Young people how to not depends of illegal drugs,
* How to being proactive member of society to create the good young emages to other child.
* Protect him self and decipline .

SKILLS

* TRAININGS COMPLITED: COMMOUNICATION SKILLS FOR TEACHING
* LAGUAGES : ISPANISH( MOTHER TONGUE), ENGLISH AND WRITTEN COMMUNICATION

 SPOKEN WRITTEN COMMAND.

* SOFTWARE : SPSS. WORDS STAR,ADOBE PHOTOSHOP

INTEREST&ADDITIONAL INFORMATION

TRAVEL: luggage bag across the Japan or Poland to feel of the cold

 Japan to feel atmosphere of technology india to see the Taj Mahal ,

 Red temple.

EXPERIENCE

 CAMAYA COAST BEACH &HOTEL- MARIVELES BATAAN PHILIPPINE

 (2016—2018)

 RESPOSIBIBLITIES : RECEPTIONIST/FOOD SERVER

* Interact with arriving quest as they enter the restaurant
* Welcome and greet the Guest.
* Bring the quest on the table to seat and present the menu.
* Inform the special catch of the day and soup..

W HOTEL & RESIDENCES----WEST BAY PO BOX 1954 DOHA QATAR

 ( 2014—2016)

 RESPOSIBILITIES : FOOD SERVER

* WORKING IN LUNCH AND DINNER SERVICE COMPRISES OF ALA-CARTE MENU AND SET MENU.
* ALWAYS WORK IN SPECIAL WINE DINNER SET MENU,VALENTINES MENU.
* WORKED AS PART OF TEAM HOSTING MOTO GP,MOTO X AND GOLF TOURNAMENT AND WAS HANDLING VIP SECTION.
* WORKED IN BANQUETING HAVE A BRIEF IDEA OF THE FUNCTION AND PLANING REQUIRED TO EXECUTE.
* KNOWS ALL THE SOP OF THE SERVICE STRUCTURE FOLLOWED IN THE RESTAURANT.

W HOTEL & RESIDENCES –WEST BAY PO BOX 1054 DOHA QATAR

 (2012—2014)

 RESPONSIBILITIES—HOUSEKEEPING TALENT/HOUSE

 KEEPING SUPERVISOR TRAINE

* ATTENDED ALL TRAINING AND MEETING AND BRIEFING IN DUTY HOURS REGULARLY.
* WORKED IN PROPER AND OFFICIENT MANNER FOLLOWING ALL SOP OF THE HOTEL.
* WORKED ACCORDINGLY AS PER DUTY ROASTER ROOMS AS WELL AS RESIDENCE.
* GIVE ALL THE INFORMATION REGARDING ROOMS TO HK COORDINATOR ROOM STATUS,CONDITION.
* RECOMMENDED BY THE MANAGER AND SUPERVISOR TO GO HK COORDINATOR TRAINING FOR MY AND EFFICIANT JOB.
* KNEW ALL THE INFORMATION AND DETAILS OF ROOMS TYPES AND ALSO HELP SUPERVISE NEW STAFF FOR SOP AND CLEANING PROCEDURE.
* ALWAYS ATTENTIVE FOR SMALL DETAILS ANND MAKE SURE IT IS FOLLWED AS PER INSTRUCTION.