******199606@gulfjobseekers.com**

**Summary**  Five years experience in hospitality and sales including international exposure

 Associate in Hotel, Resort and Restaurant Management

 Expert in English and Filipino, learning Arabic

 Based in Dubai and experienced in working in multicultural work environment

**Professional Experience**

Mar 2012 to present

**The Kempinski Hotel, Mall of Emirates, Dubai**

The Kempinski Hotel, Mall of Emirates is a prestigious five star hotel in Al Barsha District of Dubai and part of Kempinski Hotels S.A. – the oldest luxury hotels group in Europe

Housekeeping Attendant

Working as Housekeeping Attendant I am responsible for

 Complete housekeeping operations without any managerial supervision

 Understanding guests’ diverse needs and providing assistance

 Mentoring junior housekeeping attendants

Jan 2010 – Feb 2012

**The Crown Regency Hotel & Towers, Cebu City, Philippines**

The Crown Regency Hotel & Towers is one of the most luxurious hotels located in central Fuente Osmeña in the Cebu City

Receptionist and Guest Assistant

Working as Receptionist and Guest Assistant, I was responsible for

 Receiving the guests and assisting them in check in

 Understanding guests needs and providing assistance

 Orientation of hotels services to guests and assistance in check out

Reason for leaving: international work and learning opportunity from the

Kempinski Group

Jan 2009 – Jan 2010

**Kraft Foods Inc, Cebu City, Philippines**

Kraft Foods Philippines (now Mondelez International) is the leading snacking and foods company of Philippines

Sales Coordinator and Merchandiser

Working as Sales Coordinator and Merchandiser, I was responsible for:

 Maintaining up-to-date knowledge of the products

 Inventory management including display, expiry, and disposal

 Ensuring proper product pricing

Jan 2008 – Jan 2009

**Orance Brutus, Cebu City, Philippines**

Orange Brutus is a very successful fast foods group in the Visayas, and the pioneer in hamburgers chain in Cebu

Service Crew & Cashier

Working as Service Crew & Cashier, I was responsible for

 Assisting the guests in placing orders and serving

 Managing guest relations

 Managing receipts and cash

**Education**

2005 – 2007

2004 – 2005

1998 – 2004

**Associate in Hotel, Restaurant and Resort Management**

Siquijor State College, Larena, Siquijor, Philippines

**Secondary School Certificate**

Don Vicente Rama Memorial National High School, Cebu City, Philippines

**Elementary School Certificate**

Basak Elementary School, Basak, Negros Oriental, Philippine

**Training and Workshops**

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| --- | --- |
| 2009 | Reception & Guest Assistance, Crown Regency Hotel & Tower |
| 2009 | First Aid Training (Basic Support), ERUP Department, Cebu City |
| 2009 | Effective Communication Skills, Siquijor State College |