**First Name of Application CV No 1646634**

Whatsapp Mobile: +971504753686



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To whom it may concern,

My name is Geenny B. Silang. I have more than 5 years of working experience in hospitality for various industries. I believe that I could provide a valuable service for your company and that my abilities would suit the role you need filled perfectly.

Over the course of my career, I have proven myself as a great asset and support for the companies I have worked for. I have a natural ability to convey trustworthiness and also possess strong persuasive abilities.

My skill base and knowledge makes me a particularly strong candidate for this job role. It would be a great honor for me to have the opportunity of interview with your company and explain my capabilities in more detail.

Should you find interest in my application, please feel free to contact me on my details attached.

**CAREER OBJECTIVE:**

To obtain a position suited with my qualifications. Seeking a responsible job with an opportunity for professional challenges, career growth and to be able to impart my knowledge I gained from university & different industries I have worked before.

**PROFESSIONAL EXPERIENCES:**

 **Job Title: *Receptionist / Accountant / Secretary***

Length of Work November, 2015 – present

Place Business Bay, Dubai, UAE

**Receptionist/Secretary Job Descriptions:**

* Answer telephone and give information to callers, take messages, or transfer calls to appropriate individual
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs
* Sending and receiving packages and important documents to the staff.
* Maintaining an organized filing system and ensuring all documents are complete.
* Order Office Supplies, preparing quotations, making LPO and offer letter
* Organized meeting between the supplier and the manager of the company especially when needed.

**Accountant Job Descriptions** - Releasing/receiving of cheques.

* Filing invoices
* Handling petty cash

 **Job Title: *Secretary / Sales Assistant***

Length of Work: September, 2011 – 2014

Place: Rome, Italy

**Secretary Job descriptions:**

* Answer telephone and give information to callers, take messages, or transfer calls to appropriate individual
* Complete forms in accordance with company procedures
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs

**Sales Assistant Job descriptions:**

* Greet customers who enter the shop
* Stocking shelves with merchandise
* Answering queries from customers
* Reporting discrepancies and problems to the supervisor
* Giving advice and guidance on product selection to customers
* Keeping the store tidy and clean, this includes hovering and mopping - Responsible dealing with customer complaints

 **Job Title: *Housekeeping Attendant*** Length of Work: March - September 2011 Place: Ciceroni Hotel, Rome, Italy **Job descriptions:**

* Promotes a positive image of the property to guests
* Address guest requests and problems
* Enters and prepares the room for cleaning
* Authorize to enter in guestrooms for cleaning and providing turndown services as per requirement
* Responsible for following the standard operating procedures.
* Responsible for achieving and exceeding the guest satisfaction score

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|  | **Job title:** |  | ***Sales Assistant*** |  |
|  | Length of Work: |  | April 2010 – February 2011 |  |
|  | Place: |  | Souvenir Shop, Vatican City, Rome, Italy |  |

**Job descriptions:**

* Greet customers who enter the shop
* Assisting shoppers to find the goods and products they are looking for
* Stocking shelves with merchandise
* Answering queries from customers
* Reporting discrepancies and problems to the supervisor
* Giving advice and guidance on product selection to customers
* Keeping the store tidy and clean, this includes hovering and mopping
* Responsible dealing with customer complaints

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|  | **Job Title:** |  | ***Telephone Operator*** |  |  |
|  | Length of Work: |  | November, 2008 – May 2009 |  |  |
|  | Place: |  | Shangri-la Restaurant, Manila, Philippines |  |  |

**Job descriptions:**

* Answers incoming calls& places outgoing calls
* Receives guests messages
* To be fully aware of and adhere of health and safety, fire and bomb threat procedures
* Keep records of calls placed and received by all departments
* Following telephone etiquette

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**Renaissance Aviation Services Corp.**

4th Floor IPT Building, NAIA Terminal 1, Pasay City

Contact Number: 0922- 7675258

**June – July 2008**

**Northwest Airlines, Arrival Area**

4th Floor IPT Building, NAIA Terminal 1, Pasay City

Contact Number: 897-6441

**November - December 2007**

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**EDUCATION:**

**Bachelor of Science in Tourism**

June, 2004 – March, 2008

La Consolacion College, Manila, Philippines

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**SPECIAL SKILLS & ABILITIES:**

* Knowledgeable in an airline operation like basic travel document, computing travel time, several country codes
* With Sales background
* Computer literate
* Can speak English, Tagalog and Italian
* Flexible, can work under pressure and multi-tasking

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| --- | --- | --- | --- |
|  | Age: |  | 28 years old |
|  | Sex: |  | Female |
|  | Civil Status: |  | Single |
|  | Nationality: |  | Filipino |
|  | Religion: |  | Roman Catholic |
|  | Height: |  | 5'2” |
|  | Weight: |  | 48 kilos |