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| **Anthonylie****Anthonylie.348049@2freemail.com** |

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| **CAREER OBJECTIVES** |

Seeking career employment in a centralized corporation commensurate with my skills, experience and education. In order to enhance my professionalism and capabilities within the service industry. |



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| **EDUCATION** |

**Hotel and Restaurant Management (2011 – 2013)**International School of Hotel and Restaurant ManagementDavao City, Philippines**Mindanao Kokusai Daigaku (2006 – 2008)**Bachelor of Science in Social ServicesDavao City, Philippines

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| ***SEMINARS & TRAININGS ATTENDED*** |

* Front Office NCII
* Food and Beverage Services NCII
* Bartending NCII
* Housekeeping NCII
* Commercial Cooking NCII
* Bread and Pastry Production NCII
* Student Airline Seminar (Philippine Airlines Learning Center)
* Marco Polo Hotel Student Ocular Tour (Davao City)

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| **SKILLS** |

* Team work
* Ability to work with initiative and meet deadlines
* Excellent computer skills with knowledge in MS Word, Excel, research and Internet browsing,E-mail Applications (e-mail clients).
* Display Customer First attitude, great aptitude in developing skills and willing to undergo further trainings to enhance talent and skills.
* Honest, flexible and adept with working in multi-cultural, busy and demanding environment.
* Excellent Teamwork, Organized, Initiative and Flexible.
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| **WORK EXPERIENCES** |

**Receptionist/Admin Assistant cum HR Assistant****Jupiter Airlines (Aviation Company),** **Business Bay Dubai, UAE****April 2014 – Present****Responsibilities:*** Meeting and greeting clients
* Maintain the high level of customer service (answer telephones, answer all inquiries)
* Assist and support administrative staff in their day to day operations.
* Arrange meeting schedule
* Making Hotel booking and arranging couriers
* Provides secretarial support by entering, formatting, and printing information, organizing work and scanning files.
* Coordinating with building admin about maintenance
* Purchase & maintaining equipment and supplies
* Compile and update employees record (soft and hard copy)
* Search CV’s in Bayt.com, Linkedin and other recruitment portals
* Assist in Payroll preparation (leaves, absence, etc)

**Customer Service****The Royal Mandaya Hotel Davao City****April 2013 – February 2014****Responsibilities:*** Greet Customers warmly, registered and assigned rooms to guests.
* Answer telephonic and in person queries related to hotel services and resolve any issues.
* Introduce products and services.
* Inform customer of deals and promotions.
* Ensure each customer receives outstanding service standards.
* Processed guests check ins and outs.
* Liaised with other departments.

**Sales Associate** **SM City Davao, Philippines****June 2007 - August 2009****Responsibilities:*** Assisting the customer as to their needs & requirements with sufficient knowledge about the product line, provide suggestions and represents the store in a positive manner.
* Maintain the store cleanliness standards.
* Answer customer’s questions and provide information on procedures and policies.
* Responsive of safety issues.
* Conscious of shoplifting activity.
* Daily monitoring and updating sales display area.
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**REFERENCE:**Available upon request