**HYACINTH**

hyacinth.361577@2freemail.com

**Objective:**

Young, dynamic and highly-motivated and willing to share my passion and determination to succeed and eager to support the company’s ideals through a dedicated and best service.

**Qualification**

* Computer Literate
* Results oriented person
* Hardworking, flexible, willing to be trained, responsible and honest.
* Warm and easy to get along which is very important in my job
* Capable of working under time pressure and deadlines, alone

Or with a team

**Working Experience:**

**Abu Dhabi Island International School**

**Asst. Teacher**

**Al Ain UAE**

November 5, 2015- up to Present

* Providing support to children with reading. mathematics and writing on an individual, class or small group basis
* Giving extra help to children with special needs
* Helping to develop programmed of learning activities and adapting appropriate materials
* Assisting with marking and correcting work
* Attending meetings and reviews
* Helping with school events, trips and activities

**Sharhyar Restaurant**

**Receptionist**

**Al ain UAE**

January 31, 2015-September 30, 2015

* Meet & Greet guest upon entering
* Escort them to tables and provide menu
* Inspect and maintain dining facilities
* Booking reservation
* Answering & Forwarding phone calls

**Tarchy Café and Sweets**

**Customer Service Representative**

**Al Ain UAE**

January 20, 2013-January 25, 2015

* Meet & Greet guest
* Escorting the guest to their respective table
* Responsible for ordering, filling, assembling and serving all foods and beverages
* Utilizes suggestive selling techniques of all items menu
* Responsible for self-cashiering knowledgeably using Micros machine
* Handling guest complaint
* Answering the phone and door greeter
* Assist Manager for daily operation

 **Front Office Department**

 **Receptionist/ Telephone Operator**

 **Ayla Hotel 4\***

 **Al Ain , U.A.E**

January 2, 2011 -January 10, 2013

* Receives guest calls in a professional and friendly manner, ensuring guest expectation are always exceeded
* Operates switchboard to relay incoming, outgoing and interoffice calls
* Supply information to the callers regarding the hotel location, facilities and services
* Records all calls
* Submitting daily amenities for arrivals, esp. for VIP guests
* Handling reservations of the guest

**Gaisano Mall**

**Sales Assistant**

**Roxas City, Philippines**

October 05, 2008-October 10, 2010

* Making it sure that all the displays are properly fixed and organized
* Assist customers in finding what they need
* Up sell as much as possible
* Maintain customer service policy as per company standard
* Assist customer for payments

**Century Park Sheraton Hotel 5\***

**Food Attendant**

**Manila Philippines**

 September 15, 2006- September 18, 2008

* Assist the Guest
* Serve Food and Beverage according to the service of standard
* Prepare hot, cold and mixed drinks
* Perform Banquet Set-up

**SEMINAR/TRAINING ATTENDED:**

**Abu Dhabi Food Control**

**Food Essential Food Safety training**

**Far East Maritime Foundation Inc.**

**Basic Safety Training**

**SHARP MARITIME SECURITY TRAINING SERVICES INC.**

**Crowd Management**

**SHARP MARITIME SECURITY TRAININGSERVICES INC.**

**Ship Security Awareness**

**EDUCATIONAL ATTAINMENT:**

Tertiary: Central Philippines University

 IloIlo City, Philippines

 Bachelor of Science

 Major in Hotel & Resort Management

Secondary: Pontevedra Christian School

 Roxas City, Philippines