

Curriculum Vitae

Female

D.O.B. 10 May 1971

Number of years working in industry: 4 years 5 months

Candidate ID Number: 175276

Nationality: Filipino

Language Skills:

Fluent: English

Basic: Spanish, Italian

Permitted to work in: Philippines, UAE - United Arab Emirates

Position Sought: Receptionist, Area Sales Representative

Personal Statement

I'm a fast learner, and I have a convincing power, good charisma to our guest.

Seeking work in international locations

Employment History:

October 2022 - Present - Receptionist at (most recent employer hidden for confidentiality) Dubai, UAE - United Arab Emirates, (Hotel Spa)

Duties included:

Incharge of giving clients directions to various parts of the office, answering phones and taking messages, greetings and welcoming the guest, taking reservations, should also be able to deal with emergencies in a timely and effective manner

December 2019 - January 2021 - Receptionist at hv, Premier inn hotel ibn battuta, UAE - United Arab Emirates, (5 Star Hotel Spa)

Duties included:

Incharge of giving clients directions to various parts of the office, answering phones and taking messages, greetings and welcoming the guest, taking reservations, should also be able to deal with emergencies in a timely and effective manner.

Education and Qualifications:

2024 poly technique university

certificate

spa operation, beauty therapy

2024

certificate

Spa management, beauty therapy

1988 balete national high school

Hobbies and Interests

Dancing singing gym

CV created at www.spastaff.com

