**CURRICULUM VITAE**

**Ronaldo Basa**

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**Visa Status: Transferable/ Unlimited**

**CAREER OBJECTIVE**

Looking for a challenging and rewarding career that would help me professionally and would be able to enhance my skills, develop my potentials, gain more experience in working with various types of people, and culture, and to uphold professional ethics in the work place.

**WORKING EXPERIENCE**

***Employer: (Tasleeh Facilities Management.) Tiger Group UAE***

***Period: February 2016- Present***

***Address: United Arab Emirates***

**Position: Maintenance Coordinator**

**Job Responsibilities:**

* One of the in-charge in Tasleeh Facilities Management application in Sharjah.
* Suggesting idea to improve the operation of Tasleeh Facilities Management application
* Coordinating tower maintenance and tower maintenance supervisor and follow up ongoing projects and works.
* Making quotation for the prospective projects and works.
* Planning for the manpower and logistics for outside projects.
* Approval of the quotation in behalf of the Facilities Management Manager.
* In Charge in staff deployment, Attendance and Evaluation.
* Accounting of Maintenance expenses.
* Distributing of monthly commission for staff
* Approval and decision making in behalf of the Tower Facility Manager

***Employer: (Al Sabeel Property Mgmt.) Tiger Group UAE***

***Period: February 2016- Present***

***Address: United Arab Emirates***

**Position: TOWER CLEANING and MAINTENANCE SUPERVISOR**

**Job Responsibilities:**

* Supervise (6) Towers more than 2300 flats with sixty eight (84) manpower, (maintenance, cleaners and security)
* Supervise and deployment of cleaners, maintenance, and security (assigning task).
* Encoding maintenance issue to company network and deploy maintenance to solve the issue
* Monitoring and requesting tower maintenance supplies and equipment.
* Looking for tower materials and equipment suppliers.
* Analyzing quotation submitted by suppliers and sub-contractors and approval.
* Resolving maintenance complaints and issue (Handling customer complaints)
* In Charge in staff deployment, Attendance and Evaluation.
* Monitoring of cleaning, maintenance materials and office supplies.
* Reporting to tower Manager.
* Approval and decision making in behalf of the Tower Facility Manager

***Employer: ARABIAN BEMCO***

***Period: August 2010 to October 2014***

***Address: Kingdom of Saudi Arabia***

**Position:** **RECEPTIONIST, DATA ENTRY OPERATOR, HOUSEKEEPING SUPERVISOR**,

**Job Responsibilities:**

* Accepting and replying Emails, prepare reservation and request form check in check out.
* Encoding check in check out and guests reservations, filling and archiving.
* Monitoring hotel supply and requisitions.
* Supervision in good and high standard housekeeping procedures and works, as well as housekeepers’ attitude and manners.
* Trained, scheduled and supervised housekeeping staff
* Reporting all incident, complaints and maintenance issue.
* Checking all rooms and facilities in all area of responsibilities.
* Doing worksheet report in all task done every after shift and submit to my superiors.

**WORK EXPERIENCE IN THE PHILIPPINES**

***Employer: RM Foods Inc. (NESTLE Phil. Sub Co.)***

***Period: April 2008 to July 2009***

**Address: PulilanBulacan Philippines**

**Position**: NESTEA MIXER OPERATOR

* Inspection all ingredients per batch make sure all complete and free from foreign matters.
* Operating mixer and monitoring Tippers and whole mixing operation.
* Forklift operator, Sensory the sample after mixing w/ supervisor and quality controller.

**Position**: PACKMATE MACHINE OPERATOR

* Operating and monitoring pack mate machine.
* Monitoring finished goods in high standard quality.
* Fixed some error and trouble shooting

***Employer: Foster Foods Inc. (Poultry Processing Plant)***

***Period: August 2002 to July 2005***

***Address: Pulilan Bulacan Philippines***

***Position: WATER TREATMENT OPERATOR***

* Monitoring water treatment facilities, water supply and water treatment motors.
* Weekly maintenance for motors and cleaning facilities’
* Fixed some error and mechanical trouble shooting.

***Employer: JED’S Island Resort***

***Period: 2001-2002***

***Address: Bulacan Philippines***

***Position: GUEST ATTENDANT***

***Employer: EDZA Shangri-La Hotel (Manila)***

***Period: September 1997 to July 2000***

***Address: Manila Philippines***

***Position: BANQUET WAITER / BARTENDER (BANQUET AND OUTLET)***

* Served guests and assured the highest standard of service and quality.
* Manage guest relations and answer question about menu and beverages.
* Set up all bartending equipment’s, tools, and beverages.
* Served beverages according to the arrangement hosted or individual cash basis.

ACADEMIC QUALIFICATION

* Bachelor of Science in Hotel and Restaurant and Management **1999-2000**

La Consolacion University of the Philippines at Malolos, Bulacan

* Secondary Colegio de Calumpit 1990-1996

(former Calumpit Institute)

Computer Skills

* Proficient in MS Office (Word, Excel)
* Knowledge in Computer formatting
* Knowledge in software installation

Skills

* 6 years in Real Estate and Facilities Management
* Rapid adaptability to new problem - solving and locations.
* Proven leadership and human management skills.
* Knowledge in any Hotel and Restaurant Service related Operation: (Housekeeping, Service Waiter, Room Attendant, Private Dining Attendant, and Bartending).
* Knowledge in Industrial and Factory Operation: Water Treatment operation.
* Good interpersonal and communication skills
* Well Organized and punctual
* Confident and Self motivated
* Can work as a team or single player
* Prioritize duties in an efficient manner

**Reference**

Can be provided up on request

**Declaration**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.

Ronaldo V. Basa