



DARYLL JANE GOMEZ

PERSONAL BACKGROUND

Date of birth: March 25, 1998

Nationality: Filipino

Gender: Female

Passport Details: P6477009A

CONTACT

Jebel Ali Discovery Garden Street 2
Dubai U.A.E Room #309 Building #74

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Email Add: darylljanegomez@gmail.com

OBJECTIVES:

To serve in a large establishment in the service industry, where my years of experience, will make a positive contribution and meet highest expectation, seeking a challenging and growth oriented position in a professionally managed organization, where I can utilize my skill and experience and beneficial to the organization.

EDUCATION

Our Lady of La Porteria Academy

2010-2014

Central Bicol State University of Agriculture

2014 - 2018

Bachelor of Science in Industrial Technology

Major in Hotel and Restaurant Management

WORK EXPERIENCE

Huaxia Education Culture Institute, Dubai UAE

Receptionist cum Secretary

September 2018-April 2020

- Answering phone calls and mails
- Welcoming visitors
- Managing client relationship
- Keep a check on the office supplies, monitor the inflow and outflow regularly and maintain records
- Maintain a professional attitude while conversing

Techno park Hotel, Laguna Philippines

Housekeeping

August – February 2018

- To clean hotel rooms quickly, neatly, and efficient.
- To ensure that guest room corridors are clean.
- To maintain neat and clean cart, equipment, storage rooms, and supplies.
- To maintain a friendly and approachable attitude towards guest and staff.
- To respect all hotel equipment and property and use it with care to avoid unnecessary damage.
- Document any deficiencies, including mechanical and electrical problems from the guest's rooms and report to the housekeeping supervisor.
- Label and submit all lost and found items to the housekeeping supervisor immediately.
- Complete all other duties as assigned.

Regent Hotel Naga city Philippines

Housekeeping

April-July 2018

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Atoys Restaurant, Naga City Philippines

Waitress

January-June 2017

- Responsible in giving the customer 100% total satisfaction.
- Responsible in handling customer complains.
- Responsible in attending to customer needs.

SKILLS

- Excellent human relation skill, having dealt with a variety of guest and employees.
- Superior ability to achieve immediate and long terms goals.
- Proven ability to analyze, plan, manage and motivate.
- Superior ability to execute a number of projects simultaneously.
- Advanced computer skills and can operate all types of office equipment.
- Multi-tasking ability.
- Can work with minimum supervision and under pressure.