

Anabelle Jemilla Guevarra  
Mobile Number: +971557717659  
Email: [samiraalhomsio2@gmail.com](mailto:samiraalhomsio2@gmail.com)  
**Apply for post: Operation Assistant Manager**



## AREAS OF EXPERTISE

*Employee Management*

*Developing Teams*

*IT Literate*

*Staff Appraisals*

*Job Allocation*

*Costumer Service*

*Driving Performance*

*Health and Safety Procedure*

## PROFESSIONAL

*Ensuring that all work is carried out to the highest standards.*

*Having a hand's on attitude to all work related and managerial issues.*

*Trustworthy and able to work in total confidence.*

*Willingness to learn new skills.*

*Logical, passionate and determined when approaching problem.*

## EDUCATION

**2000 to 2004**

AMA Computer University:  
B S Computer Programmer

**1996 to 2000**

Mariano Marcos Memorial  
high School

## PERSONAL STATEMENT

An inspirational leader and an expert motivator who is hungry to learn. Mark has the ability and determination to succeed in any fast paced managing environment. Committed in achieving operational administrative goals which generate result. Leading the team in successful various experiences.

## OBJECTIVE

Looking for an assistant manager position where I can help facilitate daily missions, execute various tasks, and act as a link between assigned senior manager and peers, partners, employees and subordinates.

## CAREER HISTORY

Emirates Palace Hotel Acting Operation Assistant Manager Room Division until present – responsible for leading team training and guest satisfaction service that maintained a higher standard. Whilst adhering to the company's policies and procedures.

## WORK EXPERIENCE

- Admin assistant Manila Hotel from 2006 to 2008
- 2009- Supervisor Room Division/Acting Assistant Manager Emirates Palace Hotel up to present

## DUTIES

- Assisting the Manager at operational level in the planning and execution of all work related duties
- Ensuring all Health & Safety guidelines and procedures are maintained and implemented
- Disciplining employees when it required
- Communicating information to staff and supervisor in a professional manner

## TRAINING ATTENDED

- IT Information Technology on Job training January until March 2014
- Fire training safety evacuation center
- Acting Assistant Manager until present

## ABU DHABI DRIVING LICENSE

**Reference:** Available upon request