

hannah lyn florentino

Abu Dhabi

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Currently working at adnh assign at cleveland clinic abu dhabi as a female house keeping since april 2014.
With 6 months experience in data encoding at Bank of philippine Island and more than 2year experience in Franchise Sales Coordinator at Aficionado Germany Perfume

WORK EXPERIENCE

Housekeeping

ADNH COMPASS - Abu Dhabi - April 2014 to Present

Responsibilities

To maintain all assigned room/areas quickly, neatly and efficiently.

To maintain neat and clean cart, equipment, storage rooms and supplies.

To maintain clean and professional appearance.

To maintain hospital and company equipment with care to avoid unnecessary damage

Housekeeping

abu dhabi national hotel - 2014 to Present

Data Encoder

Bank of philippine Island - Manila - July 2013 to December 2013

Responsibilities

Ensures the correct and timely report issuance of files in relation to the productivity and quality targets of the operations department.

Accurately and efficiently encodes information in the user application base on the recieved documents.

Check the information quality of documents and ensures that these are properly registered in the system

Skills Used

hard working

Team player

Work under pressure

waitres/food server

Classic savory Restaurant - Manila - June 2013 to August 2013

Responsibilities

Make the customer comfortable by escorting them to the table.

Preparing of table including setting up of items such as linen, silverware and glassware.

Taking of orderand serving the food to customers.

Skills Used

Communication skills

Work under pressure

Customer service

Sales Coordinator

Aficionado Germany Perfumes - Manila - November 2010 to February 2013

Responsibilities

Required to be in touch with the company client and understand their needs clearly.

Preparing monthly sales of the stores/outlet.

knowledgeable about the company's products, situation in the market and demands for the product

Accomplishments

Leadership

Team player

Supervised

EDUCATION

BSc Hotel and Restaurant management in management

mezcuaayan college - Bulacan

2007 to 2010

hotel and reataurant management

mecauyan bulacan philippines

SKILLS

computer literate