



CHRISTEL B. GARCES

RECEPTIONIST

CAREER OBJECTIVE

To continue growing professionally and personally while engaged in a busy working environment.

CORE SKILLS

Knows how to operate micro device

Basic computer literate (MS Word, Power Point)

Excellent spoken and written communication skills

Can work under pressure with good organization and less supervision

Strong multitasking skills

Well-experienced in negotiating customer's needs and complaints

Practiced in providing good quality of service from previous employments

Honest and hardworking person

Flexible and easy to adapt

Capable to work efficiently even in pressured situation and with minimal supervision

CONTACT DETAILS

Mobile No.: 0506984334/0564085304

Email: chris.baltero@yahoo.com

Address: Dubai, U.A.E.



WORK HISTORY

Receptionist

Al Falah University | May 2015 - present

- Answer telephone calls in a friendly, courteous and helpful manner.
- Ensure accurate call transfers to concern employees and units.
- Greet and assist visitors, students, and employees upon reception area in a professional and pleasant manner
- Deal with all inquiries about the university in a professional and courteous manner in person or on the phone
- Maintain safe and clean reception area by following with procedures, rules and regulations of the university.
- Efficiency of receiving, screening and forwarding calls.
- Customer services skills, facial expressions, and positive attitude.
- Attendance/ arrival at office with no absents, and availability at reception area more than 95% of 8 hrs.
- Cooperation with admin team for achieving 100% task achievement
- All other duties assigned by admin supervisor.

IELTS Registration - British Council

p.p. Al Falah University | July 2015 - present

- Register and enter detailed student data into computer systems.
- Responding queries and provide them details to their inquiries about application and fees.
- Ensure that student records are kept complete and organized.
- Undertake other duties assigned by immediate supervisor.

Receptionist

Ecolog International FZE | June 2014 - April 2015

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ACADEMIC HISTORY

Isabela State University

Bachelor of Science in Hotel and
Restaurant Management

(with Ministry of Education - UAE Degree
Equivalency)



WORK REFERENCES

Mr. Ahmad Raza
HR Head, Al Falah University
Email: hr@afu.ac.ae
Telephone No.: 04 233 8056

Mr. Jehad Soudi
Finance Manager
Email: finance@afu.ac.ae
Telephone No.: 044 233 8020



WORK HISTORY

Waitress / Cashier

Byblos Hospitality Group | June 2011 - Jan 2013

- Greet and assist guest whenever they arrive at the restaurant.
- Handle cashiering in the restaurant.
- Make sure the cleanliness of the area and every utensil is in proper order.
- Provides one-time resolution to customers request and inquiries, to assure their continued business and patronage with the company's products and services.



PERSONAL DATA

Date of Birth	:	February 19, 1989
Citizenship	:	Filipino
Language	:	English (Fluent), Tagalog
Civil Status	:	Single
Religion	:	Roman Catholic
Passport No.	:	P7971076A