

## RALPH JULIUS REYES CRUZ

Mobile No: +971 56336 3424  
Email: [ralphjulius5.cruz@gmail.com](mailto:ralphjulius5.cruz@gmail.com)  
Dubai Investment Park 1  
Digiphot Accommodation, UAE



### OBJECTIVE:

To impart my skills and knowledge to the company toward achieving company's goal and someday be a potential asset of the company.

### KNOWLEDGE AND SKILLS

Software applications : Word, PowerPoint, Typing skills  
Moviemaker, Adobe Photo Shop,  
Computer, Software Installation, Photography skills

### ACADEMIC BACKGROUND

✦ **Bachelor of Science in Computer Science**  
**La Consolacion University of the Philippines**  
City of Malolos, Bulacan  
2007 - 2011

✦ **St. Dominic Academy**  
Poblacion, Pulilan, Bulacan  
2002 - 2006

*Academic Achiever*

✦ **CREATE Educational System**  
Paltao Pulilan, Bulacan  
1996 - 2002  
2<sup>nd</sup> Honorable Mention

### ON THE JOB TRAINING

**Human Resource Department Staff**  
**CDO Food sphere, Inc.**  
560 West Service roads, Paso de Blas, Valenzuela City

### WORK EXPERIENCE

**Guest Associate**  
**Digiphot Entertainment Imaging**  
**Burj Khalifa**  
August 2016- July 2019

- ✦ Maintains good service and communications with each and every guest.
- ✦ Giving guest satisfaction by capturing their best photo moments.
- ✦ Selling photos, making opening/closing reports, inventory, etc.

**Room Service Order taker**  
**Habtoor Grand Resort and Spa**  
**Al Sufoud Road, Dubai Marina, UAE**  
November 2013-July 2016

- ✦ Delivers food and provides good service to the guest
- ✦ Checks Mini-Bar daily and maintain its cleanliness
- ✦ Prepares report like Updated Sheet, Inventory Sales, etc.
- ✦ Answers calls and takes order from the guest.

### Telephone Operator

Le Royal Meridien Beach Resort and Spa

Al Sufouh Road, Dubai Marina, UAE

July 2013-October 2013

- ✦ Answers Telephone Calls and Gives Wake-Up calls
- ✦ Provides Information and services to the guest
- ✦ Connects and transfer calls to all Departments or Outlets
- ✦ Prepares reports and maintains cleanliness of the area.

### Receiving Supervisor

Robinsons Supermarket Corporation

Balagtas Town Center Mc Arthur Hi-way, Borol 1<sup>st</sup>, Balagtas Bulacan

October 2012 – May 2013

- ✦ Quality Checker of the items to be delivered
- ✦ Responsible in monitoring in and out of the items
- ✦ Monitor the warehouseman and merchandisers in maintaining cleanliness of the warehouse.

### Checker

Mercantile Stores Group Inc.

Dona Remedios Trinidad Highway, Baliuag, Bulacan

March 2012 – September 2012

- ✦ Checks the items quantity purchased by the customer
- ✦ Assists the cashiers and offers good customer service
- ✦ Prepares documentation and reports

### PERSONAL DATA

- ✦ Date of birth : July 5, 1989
- ✦ Place of birth : San Diego Hospital, Plaridel, Bulacan
- ✦ Gender : Male
- ✦ Status : Single
- ✦ Height : 5'10"
- ✦ Weight : 62 kgs.
- ✦ Languages : English, Mandarin, Tagalog

### SEMINARS ATTENDED

- January 18, 2010 "Total Quality Management Focus on 5'S"  
Held at Audio Visual Room, Barasoin Campus, University of Regina Carmeli, City of Malolos
- February 6, 2009 "URC – CSE Information Technology Seminar: I.T. Going One Step Higher"
- International Hotel, University of Regina Carmeli, City of Malolos Microsoft Office Specialist (MOS) Official Certification
- Officially certified as a Microsoft office Specialist, having demonstrated proficiency in "Microsoft Office Access"

  
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