



NORIZA BAUTISTA PARCON

OBJECTIVE

A friendly, positive and detail-oriented individual seeking an entry-level position that would fit my field of expertise where I will be able to maximize my skills, knowledge and experience to a company that will give me an opportunity to develop my career.

EXPERIENCE

**LA SIRENE Beauty Salon,
JBR Dubai, UAE**
June. 2021 – Present

Receptionist

- Acting as a first point of contact of the salon.
- Warmly greeting clients, walking them to the proper beauty station and alerting assigned beauticians of their arrival.
- Booking and confirming appointments via phone Email, website and social media accounts.
- Processing transactions (cash and credit cards) and issuing receipts.
- Offer beverages and chat with clients who are in the waiting area
- Welcome walk-ins, answer questions about services and schedule appointments based on Availability.
- Cross-sell services and products when appropriate (through informative brochures and gift cards.)

**SOCIAL HOUSE, Craving
with Couture LLC.**
Dubai Mall, Dubai, UAE
Nov. 2019 – May. 2021

Receptionist/Hostess

- Acting as a first point of contact of the restaurant.
- Greeting guests as they enter, and putting them on a waiting list as necessary and show them to their table or in the waiting area.
- Providing guests with menus and answering any initial questions.
- Assigning guests to tables they prefer, while keeping table rotation in mind so that servers receive the right number of customers.
- Answering phone calls, taking reservations and answering questions.

**ALGHAF GOLDEN
Business Group, 48 Burj
Gate, Downtown Dubai,
UAE**
June 2020– Aug. 2020

Administrative Assistant (Partime Job)

- Answer and direct phone calls
- Greet and assist visitors to the office
- Handle petty cash, prepare and monitor invoices
- Organize and schedule meetings and appointments
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize work using tools, like MS Excel and office equipment.
- Produce and distribute correspondence memos, letters, faxes and forms
- Submit and reconcile expense reports
- Photocopy and print out documents on behalf of other colleagues
- Reply to email, telephone or face to face inquiries

CONTACT

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Dubai
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PERSONAL DATA

Date of Birth: June 13,1985
Place of Birth: Kidapawan City,
North Cotabato. Philippines
Status: Single
Nationality: Filipino
Visa Status: Employment

EDUCATION

**TERTIARY: Hotel & Restaurant
Services**
Manila Manpower Development
Center, Manila Philippines
(2011 – 2012)

Hotel & Restaurant Management
S.T.I College, Davao City
Philippines
(2006- 2009)

**SECONDARY: Kidapawan City
National HighSchool,**
Kidapawan City, Philippines
(1998 – 2002)

SKILLS

- Good communication skills.
- Computer skills.
- Customer service.
- Active listening.
- Time management .
- Can do multi-tasking.

REFERENCE

Available upon request