



Reshimie Gallardo

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PERSONAL DATA

Birth Date: 14th July, 1991

Status : Single

Nationality: Filipino

Passport No: P1704089A

Visa Status: Working Visa

MY EDUCATION

- Tourism Hotel & Restaurant Management 2008-2011
- Universidad De Zamboanga
Zamboanga City, Philippines.

CORE SKILLS

- MS office tools
- Perfect Gym Management System
- Canva, Zoho, Zingfit, Mindbody
- Good Leadership
- Hardworking
- Payment Collection
- Good Communication Skills
- Work Area Clean

LANGUAGES KNOWN

English: Read, Good Speaking

Tagalog: Good Speaking

Spanish: Good speaking

WORK SKILL

**RECEPTIONIST/ CASHIER (FEBRUARY 2020 TO PRESENT) BAY YOGA CENTER
DUBAI, UNITED ARAB EMIRATES.**

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Maintains security and telecommunications system
- Informs visitors by answering or referring inquiries.
- Keeps a safe clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs

**RECEPTIONIST/ CASHIER (2019 TO 2020)
BODY TREE STUDIO
ABU DHABI, UNITED ARAB EMIRATES.**

- Receiving Visitors at the front desk by greeting, welcoming directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls.
- Receiving and sorting emails.
- Operating scanners, scales, cash registers, and other electronics.

RECEPTIONIST (2017 TO 2019)
ABU DHABI LADIES CLUB
ABU DHABI, UNITED ARAB EMIRATES.

- Greeting clients and welcoming members of the club.
- Processing, encoding of new membership contracts.
- Assisting on all members' concerns, complaints and making sure all issues will be solved in a timely manner.
- Handling incoming calls and operating switchboard.
- Completing Operational requirements by scheduling and assigning admin works which includes dealing with members & non-members.
- Keeps a safe clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

RECEPTIONIST (2015 TO 2016)
MANARAT AL SHARQ
DUBAI, UNITED ARAB EMIRATES

- Serve visitors by greetings, welcomes and directing them appropriately.
- Notifies company personnel of visitors arrival
- Maintains security and telecommunications system
- Informs visitors by answering of referring inquires
- Directs visitors by maintain employee and development directories.
- Maintains security by following procedure, monitoring logbook and issuing visitor badges.
- Operates telecommunication system by following manufactures instruction for house phone& console operating.
- Keeps a safe clean reception area by complying with procedures, rules and regulations.

WAITRESS/HOSTESS (2012 TO 2015)
REDLOBSTER AMERICANA COMPANY, QATAR.

- Provide the perfect services experience for every guest.
- Ensure the guest feels important and welcome in the restaurant.
- Present menu, answering questions and make suggestion regarding food and beverage.
- Must follows all cash handling polices and procedure.

DECLARATION

I, Reshimie Gallardo hereby declare that the above-mentioned details furnished by me are true and correct to the best of my knowledge and belief. I am willing to produce original certificates on demand at any stage.