

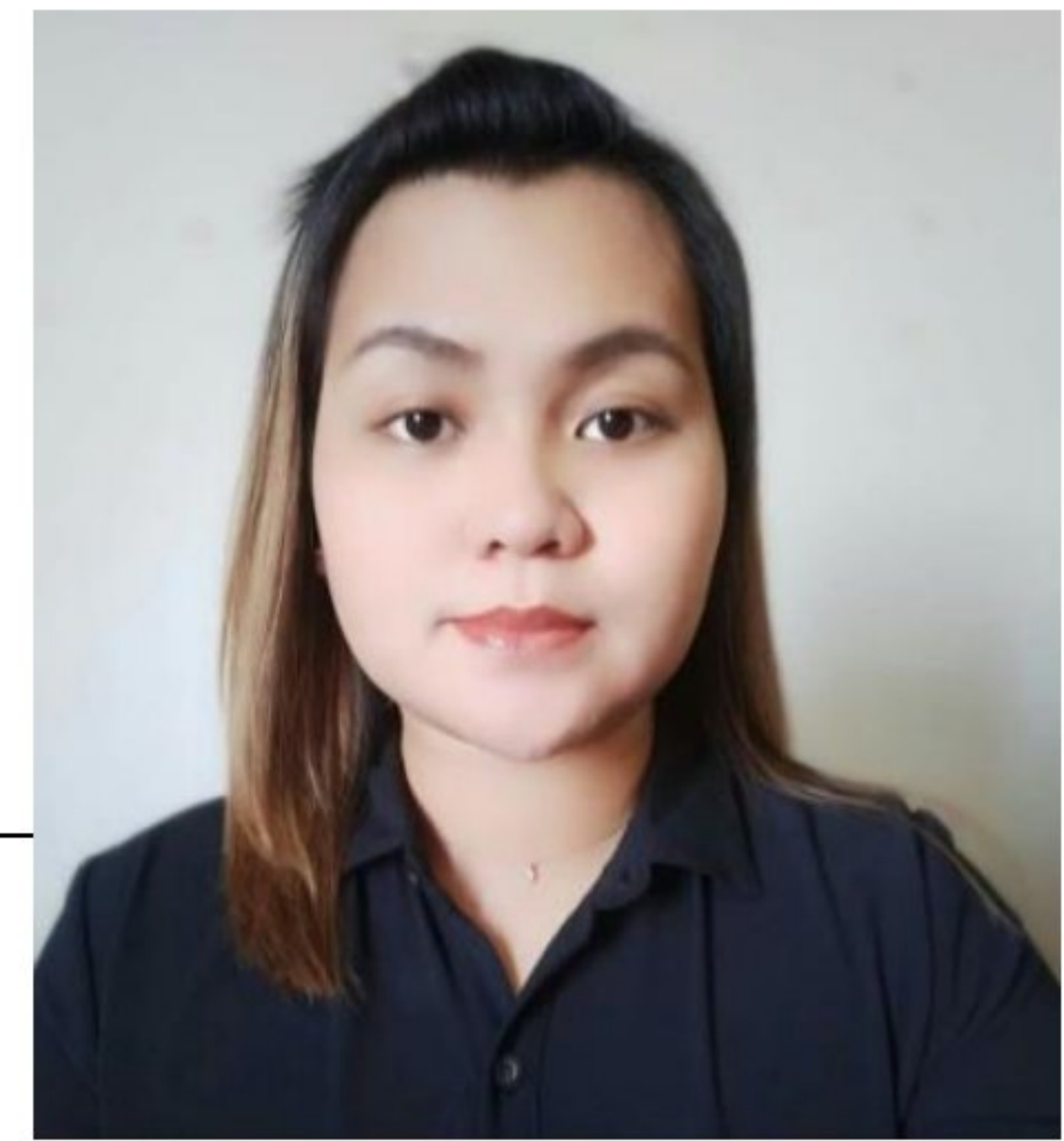
## **RIO N. VISAYA**

Sharjah Ladies Club

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### **CAREER OBJECTIVE:**

To seek a challenging position where my chosen profession and practical experience will be fully utilized and where I can contribute my skills and knowledge by rendering best quality of service to the guest and customer that will help to achieve the desired goals of the company.

### **PROFESSIONAL BACKGROUND:**

- Possesses high regards on attention to work details in compliance with company's rules and regulation.
- Has ability to finish work on time with efficiency and quality.
- Has a good communication skill (English) with respect and gratitude to customers and co-worker to maintain good relationship.
- Has the willingness to render overtime if necessary.

### **PROFESSIONAL EXPERIENCES:**

#### **BEACH ATTENDENT – *Sharjah Beach Club – Present Work***

##### *Job Responsibilities:*

- Ensure beach area is clean and tidy at all times
- Arrange / clean sun loungers and side tables
- Clean ash-trays and garbage bins
- Wash fixed umbrellas and pathways
- Clean showers and foot washers
- Ensure beach-side changing rooms are clean and tidy at all times
- Arrange clean towels and push dirty towels to the laundry
- Assist guests with sun loungers and umbrellas
- Ensure that guests adhere to all leisure club rules and regulations
- Complete daily cleaning program as per Supervisor's instructions
- Help to display / secure water sports equipment
- Assist in opening and closing the beach
- Report any guest complaints to your Superiors immediately
- Have full knowledge of the club's facilities, e.g. timings, promotions and prices.
- Transaction with customer selling ticket through using of POS



## **FRONT DESK – *Grand Hotel Sharjah – October 2015 to 2016***

### *Job Responsibilities:*

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs
- Take up other duties as assigned (travel arrangements, schedules etc.)

### **EDUCATIONAL BACKGROUND:**

- **Secondary Level**  
Baclara National High School - 2007
- **Primary Level**  
Tambo Elementary School - 1997

### **PERSONAL DETAILS:**

PASSPORT #	:	P4882582A
NATIONALITY	:	FILIPINA
GENDER	:	FEMALE
AGE	:	35
VISA STATUS	:	EMPLOYMENT VISA
STATUS	:	SINGLE
RELIGION	:	CATHOLIC
LANGUAGE	:	TAGALOG, ENGLISH

### **PERSONAL STRENGTH:**

- Hard Working
- Punctual
- Focused On Work
- Good Communication Skills
- Working In Politeness

I hereby certify that the above information's are true and correct to the best of my knowledge and ability.