



LIZETTE RAMOS BELLO



Reservations Executive
cum Administrator

Dubai, UAE



PERSONAL INFO

BIRTH DATE

06.Nov.94

NATIONALITY

Philippines

YEARS OF EXPERIENCE

8 years



ABOUT ME

I am looking for a job in the sales industry where I could practice my knowledge and develop my own personality as a career person as well as utilizing my skills.

To enhance the best of my potentials for God's glory, for the community and also for myself in preparations for the future advancement to the top management.



EDUCATION

2015

Centro Escolar University

Cum Laude – 1.54 GWA

June 2011 – April 2015



Licensed UAE Driver

May 2021 – May 2023



CONTACT INFO

PHONE

056-9841975

KAIZALA

Lizette

EMAIL

lizetteramosbello@gmail.com



CAREER EXPERIENCE



Reservations & Admin Executive

- Assist corporate clients and loyal customers with planning and booking reservations.
- Process payments and send the details and confirmation to the guest.
- Responsible to upsell by offering their clients additional services or special packages.



Restaurant Attendant

- Assists customers with orders and purchases using POS.
- Assemble customer orders effectively and efficiently.
- Maintain the organization and the cleanliness of all workstations



Sales Assistant

- Responsible for carrying out dining service procedures for the store while providing excellent hospitality to all guests.
- Performs activities such as guest reception and correspondence, order processing, serving, and bills collection.



Kitchen Assistant

- Sort, wrap, and pack airline dry goods/liquor & equipment into airline carts according to airline specifications.
- Keep production areas in compliance with sanitation standards set by HACCP, FDA, USDA, and customer's requirements.



LANGUAGES

ENGLISH



TAGALOG



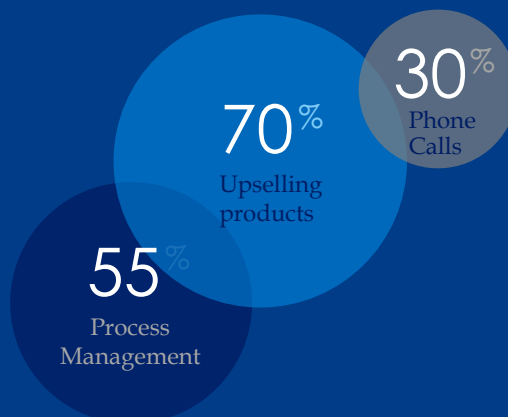
MANDARIN



HOBBIES



EXPERTISE



SKILLS

SALES & MARKETING



HOSPITALITY MANAGEMENT



FOOD & BEVERAGE



CUSTOMER SERVICE



OPERA PMS / MICROS

