



RACHELLE ANN CORDRERO

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OBJECTIVE

To be part of a challenging position in reputed company where I can utilize my skills and improve my career path.

PERSONAL INFORMATION

27 years' old
February 15, 1996
Single
Filipino

SKILLS

- Good Communication
- Computer Literate
- Leadership
- Fast Learner

EXPERIENCE

FRONT DESK (SUPERVISOR) – AUGUST 05, 2020 – PRESENT
AL MANSOUR PLAZA HOTEL, AL JADEEDA DOHA QATAR
With (EMPLOYEE OF THE YEAR) award.

- Represents the [hotel](#) to the [guest](#) throughout all stages of the guest's stay. Determine a guest's [reservation status](#) and identifies how long the guest will stay. Helps guests complete [registration cards](#) and then assigns rooms, accommodating special requests whenever possible. A Team Leader oversees a group of employees and motivates them to do their job efficiently.

FRONT DESK AGENT (RECEPTIONIST) – JUNE 02, 2020 – AUGUST 02., 2020
RAWDAT AL KHAIL HOTEL, ABU AL QASIM DOHA, QATAR

- A Receptionist's duties and responsibilities include greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait. In addition, they maintain calendars for appointments, sort mail, make copies, and plan travel arrangements.

BARISTA – APRIL 05, 2020 – MAY 31., 2020 (PANDEMIC TIME)

ROSESWEET - THE PEARL, QATAR

- Welcoming customers, informing them about specials or new items, answering questions, and accepting orders and payments. Preparing foods, such as sandwiches or baked goods, and grinding and blending coffee beans, brewing coffee and tea, and serving items to customers.

**CASHIER / ASSISTANT BARISTA – MARCH 22, 2019 – MARCH 31., 2020
BAKU CAFÉ - AL WAKRA, QATAR**

- Ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment and giving appropriate change. Responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals. May be responsible for checking materials and supplies and reporting when stock is low.

**CASHIER / CUSTOMER SERVICE – NOVEMBER 25, 2017 – JANUARY 01., 2019
VISTA MALL – SAN AGUSTIN, CSFP**

- Attracts potential customers by answering product and service questions; suggesting information about other products and services. Process orders, prepare correspondences and fulfil customer needs to ensure customer satisfaction.

EDUCATION

TERTIARY

- OFFICE INFORMATION SYSTEM
- ACLC COLLEGE OF MABALACAT

SECONDARY

- SAN NICOLAS NATIONAL HIGH SCHOOL
- SAN NICOLAS, CITY OF SAN FERNANDO PAMPANGA

PRIMARY

- SAN FERNANDO ELEMENTARY SCHOOL
- CITY OF SAN FERNANDO PAMPANGA

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


RACHELLE ANN P. CORDERO