

# BAINOR ANGKAY OTTO

**Visa Status:** Spouse Visa

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## **PROFILE:**

A person enthusiastic motivated reliable responsible work oriented and hard working. Solid background in f & b with a 5 years total work experience, and proven by the previously company I worked that recognized me for my hard work, dedication to the task assigned to my ability to drive process optimizing and efficiency.

## **EDUCATIONAL ATTAINMENT:**

### **BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT**

*STI College Cotabato, Philippines  
Graduated Last April 09,2016*

## **KEY SKILLS:**

- Critical skills, like Stock taking and inventory
- Sales and communication skills
- Administrative skills like data entry ,Filling and sorting document
- Customer service skills

## **Software application:**

- Company POS system for cashiering
- Company Online room booking

## **AWARDS:**

Employee of the month	T.Choithrams and sons	UAE	2019
Employee of the month	T.Choithrams and sons	UAE	2020
Employee of the month	T.Choithrams and sons	UAE	2021
Employee of the month	T.Choithrams and sons	UAE	2022
Employee of the month	T.Choithrams and sons	UAE	2023

## **QUALIFICATION:**

- Knowledgeable in front office work and back office
- Logical and analytical that can work under pressure
- Knowledgeable in Microsoft office and computer literate
- Can handle multi task simultaneously

## **SUMMARY OF EXPERIENCE**

<b>POSITION</b>	<b>COMPANY</b>	<b>AREA</b>	<b>YEAR</b>
Part time Sales	Bulawan LLC	UAE	2024-2025
Cashier Cum Sale	T.choithrams	UAE	2018-2023
Cashier and Customer Representative	super value sm city	Philippines	2017-2018
Reception & Room attendant	citadel hotel manila	Philippines	2016-2017

## **DETAILS OF JOB EXPERIENCES**

### **Cashier cum Sale and customer service**

*T.Choithrams and son and super value SM city.*

- Welcoming guest with pleasant greeting and approaching with good customer service
- Operating POS sales in daily order, delivery ,handling customer complain issue tactically reporting to management according to resolve the problem
- Checking the product expiration, stock taking and offer item
- Managing billing and punching item by receiving payment via cash, voucher, foreign currency, discount, refund and voiding.
- Offering sale promotion weekly via flier.

### **RECEPTION AND ROOM ATTENDANT**

*Citidel Hotel Manila,*

- To manage front office and welcoming guest,
- Receiving in/out phone calls and re direct if needed
- Sending email package, office activities
- Arranging booking ,inquiry ,reserving room availability

*,I hereby certify that the information above is true based on my knowledge .....,*