



# KIM HOWEL PEÑALBA

## ADMINISTRATIVE STAFF/ASSITANT/EXECUTIVE

### CONTACTS

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### EDUCATION

#### DIPLOMA IN HOTEL & RESTAURANT MANAGMENT

Cavite State University - Main Campus  
Indang, Cavite, Philippines 4122  
November 2011

### SKILLS & EXPERTISE

- Administrative Skills
- Customer Service
- Word processing & documents  
(Word, Excel, PPT, emails,etc.)
- Productivity & Communicaiton  
(Zoom, Skype, G-meet, Bottim,  
WhatsApp, Capcut, etc.)
- Time Management
- Multi-tasking
- Effective Communication
- Critical Thinking
- Appointment Scheduling
- Office equipment operator
- Document Managment
- Meeting deadlines

### PERSONAL DETAILS

Date of Birth : December 4, 1990  
Nationality : Philippines  
Visa Status : Residence Visa  
Visa Expiry : September 3, 2025  
Driver License : On-going

### PROFILE

As a result-oriented professional I want to associate myself with an industry that has potential for growth and scope for learning. I am ambitious and adaptable professional looking to transition into new industies, aiming to utilize my diverse skill set to drive innovation and growth in a forward thinking organization. I am eager to embrace new challenges, continuously learn and contribute to a team that value creativity,collaboration and excellence. My goal is to make a meaningful impact by leveraging my experience and passion for innovation to help the organization achieve its strategic objectives.

### WORK EXPERIENCE

#### ADMINISTRATIVE EXECUTIVE 2012 OCTOBER - 2023 MARCH Local Government Unit Indang, Cavite, Phillipines

- Answered and managed incoming and outgoing calls while recording accurate messages.
- Answered phones and performed clerical office functions.
- Greeted visitors and appropriately directed to designated areas.
- Directed incoming mail, interoffice messages and packages to office recipients.
- Handled client correspondence and internal communications in professional manner.
- Uploaded files and entered data into records management system.
- Helped less experienced staff manage daily assignments.
- Took messages from clients and relayed them to relevant staff promptly.

#### EVENT ON-CALL WAITER 2012 JULY - 2012 AUGUST Gateway Suites, Cubao, Quezon City, Philippines

- Maintained excellent customer satisfaction by providing service with a smile and proactively going the extra mile to sort requests.
- Provided guests with tours of the event grounds when requested, communicating features, highlights and providing photo opportunities.
- Organized and arranged buffet food on tables during events, placing creatively and according to design specifications.
- Helped event coordinators design event menus, making suggestions based on event theme, trends, and seasons.
- Acted as a food and drinks runner for kitchen and bar staff, competing promptly as requested.
- Proactively checked in on guests regularly, ensuring guest satisfaction was maintained.
- Provided a warm and friendly welcome when guests entering the venue, showing them to their seats when required.
- Helped serve and distribute buffet food during events.
- Upheld high standard of cleanliness in all work areas area.
- Hand-washed dishes and glassware

I'm ready to listen to your request, open to job offers and can start anytime. I'm not just here to work. I'm here to make your projects/task/position to pop, sizzle and sparkle. Let's team up !  
Looking forward upon hearing you soon.