



Didith Barruga

SUMMARY

Experienced Supervisor, Head Cashier and Hotel Receptionist and Restaurant Cafe with over 8 years in this industry. Proven track record of implementing effective marketing strategies and inventory management system.

CONTACT

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Visa Status :Husband Visa

EDUCATION

Don Honorio Ventura State
Of University
Bachelor Science Industrial
Technology 2002 - 2005

SKILLS

Knowledge in POS



Customer Service



Computer Literate
(MS WORD, EXCEL)



Fluent in English both
Written and verbal



EXPERIENCE

HOLBORN ASSETS

Barsha Height's Dubai UAE Feb 2017 – November,2019

(Follow up Clerk)

- Sorting Incoming mail
- Recording meeting minutes
- Performing booking duties
- Scheduling Appointments
- Filing and Record Keeping

MAMATANI CAFÉ AND RESTAURANT LLC

Town Centre Jumeirah Dubai Dec2014-January2017

(Cashier)

- 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.

RAMEE ROYAL HOTEL AND APARTMENTS

Muroor Road Abu Dhabi UAE

December 2010 – April 2012 **(Receptionist)**

- Inform visiting guests about availability of rooms.
- Allot rooms and check the identity of the person through valid identity proofs.
- Greet customers and answer their queries.
- Maintain records of guests and visitors coming in and going out of the hotel
- Excellent in using **IDS SYSTEM, OPERA -FIDELIO SUITE 8** software where the detail of the customer is registered.