

NEWELL G. ANTONIO



KIROZB548@GMAIL.COM



+971 55 2250231

OBJECTIVE

To obtain a position in the field wherein the application of my skills and critical thinking and leadership abilities. To acquire the upmost knowledge that will enhance my ability to work in any field apart from my profession

QUALIFICATIONS

Dynamic and highly motivated. With more than four (4) years of academic and hand-on experience in the hospitality industry and having a proven success as result in the Business and Management field.

EXPERIENCE

OPERATON ASSISTANCE

PHOENIX ONE TOURISM LLC

September 2022 - Present

- Sending ticket
- Solving Customer Complain
- Costing price through system

FOOD AND BEVERAGE ATTENDANT

STUDIO ONE HOTEL

April 2022 - September 2022

- Maintain customer service
- Identify customer needs
- Maintain relationship from customer
- Handle customer complaints
- Maximize sales revenue
- Can work under pressure
- Control of expense
- Handling billing procedure

FOOD AND BEVERAGE ATTENDANT

HOLIDAY INN EXPRESS

September 2019 - March 2022

- Customer service
- Preparing FMC
- Posting in micros
- Preparing of BEO

ADMIN NEW ACCOUNTS / COLLECTOR

ZAMBALES RURAL BANK INC.

November 2014 to August 2019

- Printing of reports for daily basis
- Opening of accounts
- Explaining bank products to customers
- Microsoft Excel preparations
- Answering enquiries through phone calls and emails
- Sorting of client information through ledger
- Collecting savings/funds from clients
- Managing of bills payments
- Checking and verification of bank properties and assets
- Marketing of bank properties and assets

SKILLS

- Can work under pressure with minimal supervision
- Coping with deadlines
- Strategic thinking
- Finding trends
- Multitasking
- Time Management

PROCEDURAL SKILLS

- Managing financial decisions
 - Collaboration with co-workers
 - Giving customers the best satisfaction
 - Preparing what-if situations
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EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

New Era University
Pampanga, Philippines
School Year 2010 to 2014

SEMINARS ATTENDED

ASEAN Integration Focused on Human Resource Department
Pampanga, Philippines (Year 2017 to 2018)

PERSONAL INFORMATION

Birthday : 2 October 1993
Citizenship : Filipino
Passport Number : P7151121A
Visa Status : Resident

