



OLIVIA G. ASUNCION

DUBAI, UAE.

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CAREER OBJECTIVE

To work for an organization which provides met opportunity to improve my skills and knowledge to growth along with organization objective.

EDUCATIONAL BACKGROUND

Vocational: Computer Technological Center

Noveleta Cavite (1997-1999)

Course: Electronic Computer Technology

Jose C. Payumo Jr. Memorial High School (1991-1999)

WORK EXPERIENCES

Housekeeping Team Leader

FYNN Bauntioue Hotel, Bacoar Cavite Philippines (Jan 2019 to Feb 2022)

Job Description:

- Coordinator with various departments, including housekeeping and front desk to maintain service standard.
- Overseeing the daily operations of a hotel, Ensuring smooth guest experiences and managing staff performance.

SUPPORTING STAFF

Tips And Toes Saloon LLC, UAE (Aug 16,2016 to Aug 30, 2018)

GUEST RELATION ASSISTANT (GRA)

Iceland Water Park, Ras Al Khaima, UAE(Oct 2012 to July 2016)

Job Description:

- Welcoming the guest in a respectful manner.
- Assisting the clients in a comfortable way.
- To be full aware of all hotel serve and activities
- To ensure the high standards of cleanliness are maintained throughout the hotel, with the supervision and inspection of all guest rooms and areas.

MATERIAL CONTROLLER / ENCODER

P. IMES system Inc. PEZA Rosario, Cavite(Oct 1999 to Oct 2012)

CASHIER

SM Bacoor Cavite, Philippines (Apr 1999 to Oct 1999)

Job Description:

- Receive and disburse money in establishments other than financial institutions.
- Usually involves of electronic scanners, cash registers or related equipment.
- Often involve in processing credit card transitioned validating checks.

PERSONAL INFORMATION

Date of Birth	: October 16, 1978
Gender	: Female
MaritalStatus	: Windower
Height	: 5'2
Weight	: 125 Ibs
Nationality :	: Filipino
Language Known	: English, Tagalog
Special Skills	: Cashier / Material Controller / Encoder / Supervisor

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

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