

RESUME OF



BEETHOVEN AMOLATO

Building 46, Street 851, Zone 25

Mansoura

Doha, Qatar

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Email: bamolato@gmail.com

Work & Visa Status: On Work Visa & can join immediately

Has good working knowledge in Windows family of operating systems and most of the general-purpose Computer applications such as MS Word, MS Excel, E-mail applications, Internet Browser applications, Word Perfect & Database applications; skills in communication and Human relation with diverse community; and organized with strong interpersonal analytic skill.

PERSONAL DETAILS

Citizenship : Philippines
Birth Date : October 10, 1983
Sex : Male
Status : Single

EDUCATION

Associate in Hotel & Restaurant Management
Lourdes College - Cagayan de Oro City, Philippines
SY 2011 to 2013

Secondary
Saint Vincent Institute Poblacion, Maribojoc, Bohol, Philippines
SY 1999 to 2000

Elementary
Sta. Cruz Elementary School – Poblacion, Maribojoc, Bohol, Philippines
SY 1995 to 1996

Languages Spoken

English (Read & Write – Excellent)
Tagalog (Read & Write – Excellent)

Affiliation

Kapisan ng Entrepreneur ng Hotel at Restaurant CLUB
Member
S.Y 2011-2013

CAREER OBJECTIVE

To be able to obtain a position that will benefit from my academic preparations where I can maximize my skills and training experience. Where I can contribute my knowledge and experience to the company and to the task at hand.

EMPLOYMENT

Unilever Philippines – Cagayan de Oro Branch

Cagayan de Oro City

Philippines

December March 2013 to December 2018

Position: **On-Call Roving Merchandiser**

- Ensures daily updates report from the branch
- Do inventory weekly and monthly schedule
- Produce layout plans for stores and maintain store shelves and inventory
- In-charge by getting new P.O.'s from the branch and established with good integrity
- In charge branch daily route monitoring
- Monitor time to time branches for concerns and issues
- Ensures well organized record keeping in all branches transactions
- Ensure that all messages left are properly relayed and correct information
- SOP outgoing merchandise with proper documents and sign approval
- Handles the incoming and outgoing working services
- Scheduling appointments with Branch / Area Head

Trainings & Seminars

- Certificate of Completion –
March 15, 2013
On-The-Job Training
Lourdes College Training
Center, Cagayan de Oro City

***NOTE:** Additional requirements to be
furnished upon requests.*

- Coordinate all department for immediate action
- Replenished items
- Responsible for deciding which products to be
highlight and how they are displayed
- Analyzing sales information
- Maximize customer interest and sales levels by
displaying products appropriately

Lourdes College Training Center
Capistrano St., Cagayan de Oro City
Philippines
December 2012 to February 2013
Position: House Keeping

Duties & Responsibilities

- Clean corridors, lobbies, stairways, elevators and
lounges as well as guest rooms
- Organize work schedule from the room status list,
arrivals and departures
- Distribute linen, towels and room supplies using
wheeled carts or by hand
- Restock room supplies such as drinking glasses, soaps,
shampoos, writing supplies, mini bar
- Replace dirty linens with clean items
- Inspect and turn mattresses regularly
- Store all dirty laundry in line with company policy
- Monitor guest laundry bags
- Replace laundry bags and slips
- Check all appliances in rooms are in working order
- Realign furniture and amenities according to prescribed
layout
- Respond to guest queries and requests
- Respond to calls for housekeeping problems such as
spills, broken glasses
- Deliver any requested housekeeping items to guest
rooms
- Remove room service items
- Organize and restock cart at the end of the shift
- Ensure confidentiality and security of guest rooms
- Follow all company safety and security procedures
- Report any maintenance issues or safety hazards
- Observe and report damage of hotel property