

# JOEFFREY INDUCTA

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Doha, Qatar



To learn new skills necessary to do a job, to expose myself to my chosen field and to help the company with my knowledge, fresh ideas, present skills and capabilities.

## PERSONAL DATA

Age: - **28 years old**  
Date of Birth: - **Aug 02, 1996**  
Nationality: - **Filipino**  
Civil Status: - **Single**  
Height: - **5'11"**  
PH Driver's License No: - **D12-20-003777**

## EDUCATION

Tertiary Education

**2017** - **Hotel and Restaurant Services**  
**Chrisville Institute - Graduated**

Secondary Education

**2013** - **San Pablo City NHS**

Primary Education

**2008** - **Grace & Truth School**

## SKILLS

- Communication skills
- Computer literate can operate AutoCAD
- Quick learner can work under pressure
- Ability to work individually and in a team environment
- Good multi-tasking skills and creative mindset
- Driving skills

## WORK EXPERIENCES

### WAITER/CASHIER

**Salt Restaurant-Qatar**

**Jan 2022 up to present**

- Providing excellent customer service.
- Greeting customers and presenting menus.
- Taking and serving foods/drinks orders.
- Making recommendations based on customer preferences.
- Handling cash and card payments and providing customers with receipts.
- Keeping tables clean and tidy at all times.

### ADMIN/RECEPTIONIST

**El Coco Grande Hotel and Resort**

**Dec 2019 – Jan 2022**

- Greeting guests and checking them in/out of the hotel.
- Answering phone calls and emails from guests and addressing their inquiries.
- Recording and verifying guest information and room rates.
- Assisting guest with their luggage and providing directions to their rooms.
- Handling complaints in a professional manner.
- Keeping the reception area clean and organized.

### STORE KEEPER

**SM City Marikina**

**Dec 2018 – Dec 2019**

- Maintains inventory records by adding or deleting items as they are issued or received, verifies, updates, and reconciles inventory information.
- Performs physical inventory of warehouse and supply yard and reconciles records.
- Determines proper floor and shelf location for supplies.
- Ensures hazardous materials are stored safely.
- Tags supplies to work areas.