

JAYSON REALO GONZALES

Mohamad Bin Zayed City Star Village Villa 69 Abu Dhabi United Arab Emirates

Contact no. : +971544020327

E-mail.: j.gonzales36@yahoo.com



PERSONAL DATA

| | |
|------------------|---|
| Date of Birth | May 13, 1989 |
| Place of Birth | Oas, Albay |
| Sex | Male |
| Age | 30yrs. Old |
| Civil Status | Single |
| Citizenship | Filipino |
| Religion | Catholic |
| Height | 5'6 |
| Weight | 120 lbs |
| Dialect Speaking | English, Tagalog |
| Availability | Immediately |
| Passport no. | EC3104511 |
| Place of Issue | Philippine Embassy Abu Dhabi United Arab Emirates |

EDUCATIONAL ATTAINMENT

Certificate of Caregiver July 2019 to February 2020 FILIPINO INSTITUTE SUCCSESS WISDOM and Consultancy Management (Hamdan Campus Abu Dhabi United Arab Emirates)

| | | | |
|-----------|-------------|---|----------------------------|
| Tertiary | 2008 - 2010 | Cavite State University | Rosario Cavite Philippines |
| | | Associate Degree in Hotel and Restaurant Management | |
| Secondary | 2001 – 2005 | Oas Polytechnic School | Oas, Albay Philippines |
| Primary | 1995-2001 | Oas South Central School | Oas ,Albay Philippines |

Skills

Certified First Aider

Basic Knowledge in Opera System

Computer Literate

Has Knowledge in Catering Service, Cooking, Bartending, Beddings, Skirting, Table Set-up

Work Experience

Bellman

**St. Regis Hotel(5star Hotel) - West Corniche Abu Dhabi, United Arab Emirates
Pre-Opening Team July2013-to Present**

Bellman

**City Max Hotel (3star Hotel) - Mankhool Road Bur Dubai, United Arab Emirates
March 2012- June 2013**

Bellman

**Abu Dhabi National Hotel LLC-(Casual Staff YAS VICEROY HOTEL 5star Hotel)
March 2011- February 2013**

Duties and Responsibilities:

- **Greets guest entering and exiting in a friendly and courteous manner**
- **Explain all hotel facilities, their location in the hotel, hours of operation, and answer question about these facilities and other hotel questions**
- **Ensure the proper distribution of the daily News Paper to all in House Guest, especially for VIP'S and long staying guest**
- **Perform other duties be assigned by the Front Office Manager, Assistant Manager or other concerned Hotel Officers**
- **Maintain the cleanliness of the lobby, front entrance and baggage**
- **Responds quickly to request form guest, supervisor or management in a timely, friendly and efficient manner**
- **Follows up to ensure guest satisfaction**
- **Maintain security equipment, keys and supplies issued each day**
- **Reporting missing articles, damage or mechanical problems and turn in articles left in room to supervisor**
- **Provides a professional image at all times through appearance and dress**
- **Follows company policies and procedures**
- **Always concern environment conservations issues in a daily work.**

Achievement

Certificate of Appreciation

**The St.Regis Abu Dhabi Service Culture Brand Training
July 2013**

**The St.Regis Abu Dhabi Debut Pre-Opening team
August 2013**

**The St.Regis Abu Dhabi Completed Probation Period
February 2014**

**Formula 1 Etihad Airways Abu Dhabi Grand Prix
November 11-13 2011**

SEMINAR AND WORKSHOP ATTENDED

- December 7, 2019 Basic Life Support Training First Aider (American Heart Association)
Praxis Health Services Abu Dhabi United Arab Emirates**
- October 16, 2009 South East Asian Cuisine
Lecture in Makasuntra
Asian Food Village Today (Manila Ocean Park)
Grandstand Luneta Park Manila Philippines**
- October 16, 2009 Food & Beverage Operations
Housekeeping Operations
(Traders Hotel Manila)
Roxas Boulevard, Pasay City Philippines**
- October 16, 2009 Bar Exposure Program
(T.G.I Fridays Robinson)
Malate, Manila Philippines**

I herby certify that above mentioned information are true and correct to the best of my knowledge and belief.

**Jayson Realo Gonzales
Applicant**