



RIZALDY A. ASERON

Goal Driven Person

about me

- With knowledge in Hotel Operation (Housekeeping, Front Office, Sales, F&B Operation)
- Capable of training others in achieving their full potentials in Hotel Operations.
- Knowledgeable in Internet applications.
- Knowledgeable in Microsoft Words and Excel applications.
- Willing to learn and be trained for further skills advancement.
- Pro-active, Output oriented and can work with less supervision
- Accustomed to adapting to a fast-paced, changing environment.

personal information

NICKNAME: Zaldy
 PROV. ADDRESS: Botolan, Zambales
 SEX: Male
 BIRTHDATE: December 30, 1981
 BIRTH PLACE: Batangas
 CIVIL STATUS: Single
 CITIZENSHIP: Filipino
 HEIGHT: 5'5"
 WEIGHT: 175 lbs.

contact me



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Philippines



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CAREER OBJECTIVE

To work in establishment where my specialization in hospitality and business can be maximized effectively and developed in a way that it would contribute to company's needs in pursuing its vision and mission; maximize efficiency while producing services that effectively satisfy stakeholders.



EDUCATION

COLLEGE

2007

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MGT.

Batangas State University – Malvar, Batangas

2001

UNITS IN BUSINESS ADMINISTRATION – MARKETING

Rizal Technological University – Mandaluyong City

SECONDARY

1999

ZAMBALES NATIONAL HIGH SCHOOL

Secondary Education – Iba, Zambales

PRIMARY

1995

PAREL ELEMENTARY SCHOOL

Primary Education – Parel Botolan, Zambales



WORK EXPERIENCE

HOTEL MANAGER ON DUTY/HEAD HOUSEKEEPER MICROTEL BY WYNDHAM MALL OF ASIA

July 1, 2013 – Present

Coral Way Cor. Seaside Blvd., Mall of Asia Complex, Pasay City

Duties and Responsibilities

- Directly reporting to the General Manager
- Acting Hotel MOD in the absence of the Property Manager
- Assist the resident/property manager in overseeing the entire operations of all hotel departments and ensures that they are functioning aligned to the management goal; develop policies and procedures that will help the property to run smoothly; assist HR in hiring and training team members; oversee budget preparation and use, report, planning and auditing.
- Assists in setting-up the fundamentals of Housekeeping Department and proper implementation of Policies and Procedures
- Works hand in hand with the Group Executive Housekeeper for the preparation of various Housekeeping reports and drives compliance from the properties' housekeeping departments
- Assist in analyzing reports and provides recommendations for improvements for approval of the Group Executive Housekeeper
- Suggests and make recommendations for approval of the Group Executive Housekeeper regarding solutions to housekeeping-related problematic situations
- Assist in managing and supervising all housekeeping supervisors through the property manager – ensuring standards are maintained
- Assists in communicating all relevant information to all Housekeeping personnel
- Assist in overseeing the set-up of guestrooms and public areas for newly opened properties
- Assist the Group Executive Housekeeper in conducting Housekeeping Training and continuous monitoring of the performance of all personnel in relation to Housekeeping Operation.
- Assist in conducting housekeeping audit and to ensure that each property adheres to hotel standard.
- In-charge in conducting training for Housekeeping Supervisors sent by properties and conducting re-training for housekeeping staff.

HOUSEKEEPING SUPERVISOR

March 2010 – June 2013

MICROTEL BY WYNDHAM MALL OF ASIA

Coral Way Cor. Seaside Blvd., Mall of Asia Complex, Pasay City

Duties and Responsibilities:

- In charge of ensuring that both guestroom, public area and the whole facility of the hotel is compliant to hotel standard and presentable to hotel guests. Train and coaches team member to ensure a well productive and efficient team.



WORK EXPERIENCE

HOUSEKEEPING COORDINATOR

December 2009 – March 2010

ATRIUM HOTEL MANILA

15TH Floor Taft Central Exchange Building, Taft Ave. cor. Gil Puyat Ave. Pasay City

Duties and Responsibilities:

- In charge of room control and inventory by monitoring and updating hotel system and coordinating special instruction and requirements to respective hotel team member / department.

HOUSEKEEPING ATTENDANT

April 2007 – December 2009

MICROTEL BY WYNDHAM MALL OF ASIA

Coralway Cor. Seaside Blvrd, Mall of Asia Complex, Pasay City

Duties and Responsibilities:

- In charge to releasing rooms to guests following hotel standard on cleanliness and sanitation and required set-up. Ensures that guests needs are well taken cared and their experience is remarkable.

WAITER/BARTENDER (TRAINEE)

October 2004 – November 2004

DARASA FIESTA RESORT

Darasa, Tanauan City Batangas

Duties and Responsibilities:

- In charge of ensuring that guest's needs are well taken cared off related to F&B operations. Conduct suggestive selling to push restaurant products and services.



TRAININGS AND SEMINARS

- **Count on Me Service Culture Seminar** February 21-22, 2016
Microtel Mall of Asia – MOA Complex, Pasay City
- **Business Resiliency Seminar 1 and 2** October 2016 and January 2016
Phinma Bldg. Rockwell Plaza Makati City/Microtel Mall of Asia – MOA Complex, Pasay City
- **English Proficiency Seminar** September 3 to 6, 2013
Microtel Mall of Asia – MOA Complex, Pasay City
- **Housekeeping Summit** October 21, 2011
Microtel Cabanatuan – Cabanatuan City, Nueva Ecija
- **National Customer Service Summit** September 6-8, 2011
SMX Convention Center – MOA Complex, Pasay City
- **Supervisory Training** November 6, 2009 to February 2010
Atrium Hotel, Pasay City
- **Values Enhancement Program Seminar** July 26, 2008
Atrium Hotel, Pasay City
- **Hospitality and Tourism Convention** February 2, 2006
Teachers Conference Center, Batangas City
- **Hotel Operation Seminar** February 12, 2005
Lima City Hotel – Malvar, Batangas
- **Food And Beverage Training Seminar** November 2, 2004
Darasa Fiesta Resort- Tanauan City



AWARDS AND RECOGNITION

November 2013

MABUHAY AWARD 2013 - Supervisory Category Nominee
Association of Human Resource Managers for Hospitality Industry
Marriot Hotel Manila – Parañaque City Metro Manila

August 2013

WORK DEDICATION AND COMMITMENT
Microtel by Wyndham – Mall of Asia
Coralway cor. Seaside Blvd. Mall of Asia Complex, Pasay City

October 2011

OUTSTANDING TRAINER OF THE YEAR – 2011 Housekeeping Summit
Microtel by Wyndham – Cabanatuan
Cabanatuan City, Nueva Ecija

October 2011

PERFECT ATTENDANCE - Recognition
Microtel by Wyndham – Mall of Asia
Coralway cor. Seaside Blvd. Mall of Asia Complex, Pasay City



CHARACTER REFERENCES

PIA C. PINZON

Hotel Resident Manager
0915-1076087

MAILA GUERRERO

Senior Market Manager
0998-540-5472

CHRISTINE O. GERONA

Senior Exec. Assistant
to the Chairman and CEO
0917-501-2073

PHINMA HOSPITALITY INC.

Coral Way Cor. Seaside Blvd. Mall of Asia Complex, Pasay City

DIRECTWITHHOTELS PHILS LTD

109 Aguirre, Legaspi Village, Makati, 1229 Metro Manila

EXCELSIOR FARMS INC.

Pres. Magsaysay St, Cebu City, 6000 Cebu