

Geniches Bangkuna

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Al Sayegh Bldg. Mashreq Metro Station, Al Barsha, Dubai, United Arab Emirates

PROFESSIONAL SUMMARY

A highly competitive professional with various experiences in the Hospitality Industry and Administration work, my various experience and responsibility evolve to maintain a positive work environment and improve it as necessary with a quality objective that is both confident and succinct. Strong background in highly adept at assisting coworkers and staff. Proven skills in detail-oriented, and multitasking ability to carry out tasks with minimal supervision.

WORK EXPERIENCE

Administrative Officer Oct 2020 - Present
Allianz International Holdings / Pride City General Trading LLC • Dubai, United Arab Emirates

- Review, evaluate, and implement new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of the establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance, and security services
- Assist in the preparation of an operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals, and correspondence
- Oversee and co-ordinate office administrative procedures

Front Desk Agent May 2015 - Aug 2020
Al Khayam Hotel • Dubai, United Arab Emirates

- Register arriving guests and assign rooms
- Process group arrivals and departures
- Provide information on hotel facilities and services
- Provide general information about points of interest in the area
- Process guests' departures, calculate charges, and receive payments
- Clerical duties (i.e. faxing, filing, photocopying)
- Answer telephone and relay telephone calls and messages
- Assist clients/guests with special needs
- Perform light housekeeping and cleaning duties
- Provide customer service

EDUCATION

Bachelor of Science in Hospitality Management
St. Mary's College of Tagum • Tagum City, Philippines

Jun 2009 - Mar 2013

SKILLS

- Analyzing information
- Oral Communication - English
- Flexible and Adaptable
- Time Management and Multitasking

PROFESSIONAL CREDENTIALS

- Diploma Certificate