



RICHELLE ANNE LOGATOC

Administrative Assistant

Driven and motivated professional with experience in marketing, sales, customer service and operational management. Consistently delivers the first-rate service and foster a positive relationship with customers to promote satisfaction and loyalty. Offers great communication/leadership skills, excellent time management skills and important ability to remain calm under pressure.

Contact

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📍 | Doha, Qatar

Education

● Bachelor of Science in Hotel and Restaurant Management

Cavite State University - Silang Campus
2014 - 2018

- Silang Prima Chorale Member

Skills

- Strong interpersonal skills
- OnQ System
- Opera PMs (Full Service)
- ACE Payroll
- Bayan System
- Future Log System
- CVent (Lanyon)

Experience

● Millennium Hotels & Resorts - Millennium Plaza Doha

Administrative Assistant Oct 2022 - Present

- Filing important documents and communicating relevant information
- Ensuring the adequacy of sales-related equipment or material
- Handling administrative duties
- Promoting customer satisfaction
- Coordinating with other department
- Ensuring team is up to date for their targets and following up the contracts
- Meeting and touring the clients

● Alrayyan Hotel Doha Curio Collection by Hilton

Guest Relations Agent Jan 2020 - Oct 2022

Themed Room Ambassador in First Themed Room in Doha (Barbie and Hot Wheels)

- Ensure guest satisfaction from arrival to departure
- Handling Payroll of the Department
- Handling the themed room arrivals and storage.

● Figaro Coffee Company Philippines

General Cashier/ Barista Sept 2018 - Oct 2019

Achievements

- Semi Finalist - Flavour and Flair MEA Hilton F&B Talent December 2020