



AYRAMAE C. ABO

EXPERIENCE

January 2022 - October 2023

WAITRESS TEA TIME GROUP | DOHA, QATAR, QATAR

- Greeted and seated guests to establish prompt, high quality service.
- Coordinated team members to take, serve and clear orders accurately and promptly.
- Informed guests of daily specials and menu offerings to facilitate decisions on starters, mains and desserts.
- Demonstrated full knowledge of all menu items, contents and preparation methods to provide suggestions based on customer preference.
- Cleared and reset tables with clean service ware to uphold faultless restaurant standards.
- Processed cash, credit card and voucher payments using POS terminals.
- Arranged alternative selections for guests with food allergies through careful collaboration with kitchen teams.

January 2019 - January 2022

Hotel Receptionist/Front Office Officer EM's Manor Hotel and Convention Center | COTABATO CITY, PHILIPPINES

- Greet all guests and assist them with check-in and check-out
- Maintain a positive attitude and friendly demeanour.
- Respond to all guest questions and requests.
- Manage guest bookings and reservations.
- Somehow making guest folio if needed Completed activity spreadsheets and shift checklists to streamline front-of-house operations.
- Coordinated transportation for guests, booking shuttles and private car service.
- Answered telephone calls with positivity and professionalism to uphold hotel reputation.
- Maintained neat, presentable reception area through frequent cleaning and tidying

June 2021 - October 2021

DATA ENCODER MINISTRY OF SOCIAL SERVICES AND DEVELOPMENT | COTABATO CITY, PHILIPPINES

- Encoding all the Data Information of the beneficiaries from sheet into Excel
- Every 1st day of the week need to report in the office to submit in the Information Technology Officer 1 (ITO I) the encoded beneficiaries
- Accurately and efficiently encode all data that needs organizing and recording

October 2017 - October 2018

CENTRALIZE LOADER GLOBE TELECOM | COTABATO CITY, PHILIPPINES

- Sim/s must Loaded on the same day Tap-up
- Encoding each trace number per project sim pack sending daily inventory to the Business Development Officer, Territory Sales Head

📍 Cotabato City, 9600

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SUMMARY

Versatile Receptionist bringing valuable experience in administrative roles for healthcare-related organisations. Possesses uncompromising work ethic and excellent understanding of task prioritisation. Takes on multiple simultaneous tasks with outstanding time-management, organisational abilities and resourceful approach.

SKILLS

- Microsoft Office (Word, Excel, Power Point Presentation)
- Language(s) and dialect(s) spoken and comprehended: English, Filipino, Maguindanao, Bisaya
- Oriented service
- Detail -Oriented
- Ability to handle task with less supervision
- Front Office
- Communication Skills
- Computer Works
- Communication
- Key Skills

and Accounting Officers

- Managing Sales Agent from time to time having a strong communication with Team Leader Agent, Sales Agent

January 2017 - October 2017

BRAND AMBASSADOR/SALE ASSOCIATE GLOBE TELECOM |
COTABATO CITY, PHILIPPINES, PHILIPPINES

- Distributing of flyers everyday and promoting unit/s to the potential customers
- Provided project support to facilitate campaign success.
- Educated customers about company products through product demonstrations.
- Sending daily updates and reports to Area Supervisor Attended public events with communities, businesses and media to promote brand updates and increase awareness.

EDUCATION

BACHELOR OF ARTS MAJOR IN SOCIOLOGY

NOTRE DAME UNIVERSITY, Cotabato City

NOTRE DAME VILLAGE NATIONAL HIGH SCHOOL, Cotabato City

VILO ELEMENTARY SCHOOL, Cotabato City

LANGUAGES

Tagalog: First Language

English:  B2

Upper Intermediate