

MITCHINEIL BEA AUGUIS LAPUZ

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- 🚗 Valid Bahrain driving license



EXPERIENCES

HR Coordinator

Swiss-belsuites Admiral Juffair

Juffair, Kingdom of Bahrain

19 July 2020 - 28 Sep 2020



- Pre-opening team
- Reports directly to the HR Manager
- Manages the confidential files of the employees
- Organizes the staff meals
- Coordinates with the snagging phases
- Books flight for the employees
- Manages the attendance, leave requests

HR Coordinator

Habara Hotels and Restaurant Management Co. W.L.L.



Juffair, Kingdom of Bahrain

22 Apr 2017 - 12 Jun 2020

- Reports directly to the Group HR Manager
- Responsible for the HR operations of Habara Group's local chains, i.e. Panorama Hotel, Diva Hotel, Happy Days Hotel, and Royal Phoenicia Hotel
- Handles the LMRA Systems for the group of hotels i.e. new visa transfer, renewals, visa payments, cancellations, and mobility
- Prepares the tourism papers for the artists that'll be performing, and keeps track of their validity
- Prepares the new visa for housemaids, their renewal and cancellation
- Manages the employment requisitions from all the General Managers of hotels and outlets, prepares the offer letters and other required papers for visa transfer
- Keep track of the employees' files and documents, i.e. leave forms, passports, CPR, and sick leave accruals
- Coordinates with the PRO regarding all the immigration and LMRA works
- Coordinates with all the 4 HR Coordinators from each hotel with regards to the approval of all documents before proceeding with the formalities
- Does the payroll (manual attendance and biometric data)
- Arranges the CPR, medical, fingerprint appointments
- Records all the attendance from the outlets of each hotel
- Prepares the final/leave settlements for the expatriates and Bahrainis

Game Operator

Morey's Pier (Work and Travel Program)

Wildwood, New Jersey, USA

March - June 2016



- Manages a game stall
- Reaches the quota of \$700 per day
- Engages the guests to play in my stall using a lapel microphone
- Covers the shift of each co-workers during their break time

Kitchen Crew

McDonald's (Work and Travel Program)

Cape May, New Jersey, USA

April – May 2016

- Assists in making orders in the kitchen
- Control waste management and cost them



Customer Assistant

Winter Wonderland

Bahrain City Centre Manama, Bahrain

November 2012 – January 2013

- Assists guests along the area
- Guides guests on what are the rules in the event



SKILLS

- LMRA EMS
 - New Application
 - Renewal
 - Visa Payment
 - Cancellation
 - Allow Mobility
 - Offences
- SIO (Basic)
- Microsoft Office Suites
- Basic Photoshop

LANGUAGE PROFICIENCY

Filipino



English



Arabic



SEMINARS AND TRAINING

Finance for Non-Finance

The Diva Hotel

September 2019

Amadeus Training

Our Lady of Fatima University

February 2016

Front Office Seminar

Our Lady of Fatima University

October 2015

Fidelio and Opera Seminar

Pan Pacific Hotel

October 2014

EDUCATIONAL BACKGROUND

Bachelor of Science in Travel Management

Our Lady of Fatima University

July 2013 – March 2017

Hospitality Professional Course Certificate Holder

American Hospitality Academy

April 2015

Hospitality Supervisor Course Certificate Holder

American Hospitality Academy

April 2017