# 27048434_462707984131251_604558049_o.jpgMYRA CHANET M. CARINOTE

Flat 2, bldg. 212, Road 307 Manama 807

Contact No. + 973 3950 4921

**OBJECTIVE:**

To secure an exciting career in a progressive institution where I can effectively execute my potentials to give valuable contribution for organizational success; harness more knowledge and abilities while employed so as to become a competitive asset of the company.

**WORK EXPERIENCES**

* **Meshal Hotel**

Al Hoora, Manama Bahrain

**Receptionist**

December, 2018 up to present

**DUTIES AND RESPONSIBILITIES**

* Responsible for operating cash register, processing money, credit and debit card payments.
* Perform responsibilities of calculating daily shift payments received and reconcile with total sales.
* Handle the tasks of greeting guests and providing information on hotel service.
* Perform tasks of accepting reservations.
* Guest handling and problem solving.
* **The MunchBox**

Galali ,Bahrain

**Cashier/Waitress**

May 10 – Oct. 20, 2018

* **Frsan Palace Hotel**

Hoora Exhibition road, Bahrain

**Waitress/Bartender**

December 7, 2016 – May 10, 2018

**DUTIES AND RESPONSIBILITIES**

* Take orders and serve food and beverages to patrons at tables in dinning establishment.
* Check with customers to ensure that they are enjoying their meals.
* Take action to correct any problems.
* Communicate with customers to resolve complaints or ensure satisfaction.
* **SILVER OAKS SUITES AND HOTEL**

Mabini St., Ermita, Manila

**Receptionist**

April 1, 2016 – December 1, 2016

**DUTIES AND RESPONSIBILITIES**

* Prepare for the guest arrival.
* Greet the guest when they arrival.
* Check the guest into the hotel.
* Assign suitable rooms and check the guest method of payment.
* They keep a record of the status of each room in the hotel.
* **KCC MALL**

General Santos City

**Sale Lady**

July 5, 2008 – July 5, 2011

* **YSABEL’S**

Riverside Marikina City

**CASHIER**

January 18, 2006 – January 18, 2008

**EDUCATIONAL BACKGROUND**

**Brokrnshire College**

Davao City, Phillipines

BS Nursing (3rd year)

**GOLDEN STATE COLLEGE**

General Santos City

HRM Undergraduate

**TRAINING ATTENDED**

**INTERCRUISES HOTEL AND RESTAURANT MANAGEMENT CONSULTANCY**

4th floor Astoria Building, A. Mabini St., Ermita Manila

March 28 – April 01, 2016

Integrated Skills Preparations and Familiarizations for Food and Beverages / Housekeeping / Bartending and Front Office Service Operations

**ON THE JOB TRAINING**

Housekeeping February 10-25, 2016

Food and Beverage February 26 – March 26, 2016

**PERSONAL INFORMATION**

Birth Date : July 26, 1986

Birth Place : Trento, Agusan Del Sur

Height : 5’3 ft

Weight : 53 kg

Age : 33

**CHARACTER REFERENCE:**

Available upon request.

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

**MYRA CHANET M. CARIÑOTE**

Applicant