

**KLAINE DEGUZMAN BAUTISTA**

Address: Flat no. 12 Bldg. 1125 road 2236 blk 422 Jhidafs Bahrain

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**OBJECTIVE:** Obtain a position to utilize friendly disposition, attention to detail, and good multitasking skills.

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**PERSONAL INFORMATION:**

Age: 26 yrs. old
Sex: Female
Height: 5”6
Weight: 150 lbs
Date of birth: February 03, 1993
Place of birth: Cavite City Philippines
Civil status: Single
Religion: Roman Catholic

Nationality: Filipino

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**EDUCATIONAL BACKGROUND:**

**COLLEGE:** International School of Hotel and Restaurant Management

(2009-2011)

Habay Bacoor Cavite Philippines.

**SECONDARY**: Noveleta National High School

(2005 – 2009)

Noveleta, Cavite

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**Seminar Attended/Achievements:**

**Sofitel Luxury Hotel**
**Effective Communication Relation in Hotel Frontline Department**
Pasay City Philippines
24 July 2009

**Manila Pavilion Hotel**
**Hotel Orientation Program
Sales and Marketing and Human Resource Management Seminar**
Manila City Philippines
16 December 2009

**Effective Communication:**

**A Key Driver to Customers Loyalty**

September 22, 2009

ISHRM Habay Bacoor, Cavite

**Personality Development**

September 25, 2009

Island Cove Leisure and Park Hotel

**On-The Job Training**

Receptionist/Waitress

Mount Sea Resort Hotel and Restaurant
Food and Beverage Service (350 hrs.)
Rosario, Cavite Philippines
March to May 2010

**JOB DESCRIPTION:**

1.Assist the guest to their respective seats.

2. Present the menu.

3. Suggest Food and Beverages the restaurant selling.

4. Take Orders.

5. Serve the Food.

6. Clear tables by course.

7. Issues the Bill.

**NCII Passer**

Food and Beverage

Housekeeping

Front Office

Commercial Cooking

Bartending

**WORK EXPERIENCES**

**Cashier/Receptionist**

Ninoy Aquino International Airport Terminal and 2

June 2013 to September 2015

Paranaque City Philippines

**JOB DESCRIPTION:**

1. Make sure to clean the Reception Area all the time.

2. Keep the funds in the safe place.

3. Welcomes The guests. (Different Nationalities)

4. Upselling of the services of the Company.

5. Accepts the payments of the guests.

6. Assist the guest to their respective area.

7. Tally Sales when closing.

8. Giving total sales to the immediate supervisor.

**Waitress**

Al Qala’a Club (GOVERNMENT CLUB)

Muscat Oman

September 2015 up to February 2019

**JOB DESCRIPTION:**

1. Checks all the set up in the table (Cutleries, Salt and Pepper, table napkin etc.) before opening.

2. Welcomes the guests (VVIP’s (International), Regular members of the Club)

3. Assist the guest to their respective seats.

4. Present the menu.

5. Suggest Food and Beverages the Club serving.

6. Serve the food courses by courses.

7. Clearing the plates.

8. Issues the Bill.

9. Ask the guest if they enjoy their food and Say Thank You.

**Waitress**

Al Abraaj Restaurant

Lumee Avenues

Manaman Bahrain

February 2020 up to present

**REFERENCES:**

**Mandy Araracap**

Head Waiter

Muscat Oman

+968 9903 9703

**Marifel Oteyza**

Assistant Manager

Paranaque City Philippines

+639285080932

**Thommy Pagajanas**

Assistant Head Waiter

General Santos City

09478563627

I hereby certify that all of the information above is correct and true through all of my knowledge.

 KLAINE DEGUZMAN BAUTISTA

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 **SIGNATURE ABOVE PRINTED NAME**