

ALJAY PAUL BALGOS

Bonifacio St., Purok Rosas, Brgy. Zone 6,
Talisay City Negros Occidental
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aljaybalgos0327@gmail.com

**Objectives**

To apply for a position where in I can maximize my full potential, utilize my strength and as well as gain great experience doing the job.

Skills and Strength

Fast learner and can easily adapt to changes and new environment
Attention to detail.
Basic skills in MS Word and MS PowerPoint
Possess social, communication and a comprehension skills
Can fit right in working with a group and can also work independently

Work Experience

Stonehill Suites August 2022-Present
Front Office Associate

In charge of the OTA's Reservations into Hotel PMS
Accept Phone and Walk-in Reservation
Checking in and checking out of the guest
In charge of room inventory for OTA's reservation

Educational Background

Tertiary Carlos Hilado Memorial State University
Mabini St. Talisay City
A.Y 2018 - 2022

Secondary St. Sebastian International School
Blest Prudence Bldg., Tindalo Avenue,
Capitol Shopping Center, Bacolod City
A.Y 2017-2018

Primary Talisay Elementary School
Talisay City, Negros Occidental
S.Y 2011- 2012

Training and Seminars

Participants **Echo Session: TraVerse Abroad Program Learning Experience**
Carlos Hilado Memorial State College-Talisay,
November 24, 2020

- Participants **BSHM Events Management Training 2020**
 Carlos Hilado Memorial State College-Talisay,
 February 28, 2020
- Participants **Culinary Master Class 2020**
 SMX Convetion Center, Bacolod City, Negros Occidental,
 August 22, 2019
- Participants **BSHM Grand Convention: Setting Standards: Getting Ready for
 Global Competitiveness**
 L'Fisher Hotel-Bacolod, Bacolod City, Negros Occidental,
 September 26, 2018
- Participants **Risk Disaster Management on Hospitality Operation**
 Carlos Hilado Memorial State College-Talisay,
 August 26, 2018

Personal Data

Date of Birth : March 27, 2000
 Age : 22
 Civil Status : Single
 Citizenship : Filipino
 Religion : Roman Catholic
 Place of Birth : Bacolod City, Negros Occidental
 Height : 176cm / 5'9
 Weight : 75kg
 Father : Allan B. Basaysay
 Mother : Jelly F. Balgos

Character References

Nieves A. Barato, MBA-HRM
 OJT Coordinator/Practicum Adviser
 Carlos Hilado Memorial College, Talisay City
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Annielou V. Manaay, MBA-HRM
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