

SNOOKY D. DELOS REYES

Balibago 1, Brgy Armado Abra de Ilog, Occ. Mindoro, 5108

☎ +639637804777 ✉ workwithsnooky@gmail.com



PERSONAL DATA

Age:

36 years old

Date of Birth:

January 29, 1989

Birthplace:

Abra de Ilog, Occ. Mindoro

Civil Status:

Married

Height:

5'1

Weight:

62 kg

Language Spoken:

Filipino, English

EDUCATION

**Bachelor of Science in
Information Technology**

OMNC- Mamburao Campus
Undergraduate, 2021-2022

**Associate's Degree in Hotel
and Restaurant Management**

St. Clare College of Caloocan
Graduate, 2008

I am a dedicated and reliable professional seeking an opportunity to contribute my skills and experience to your organization. I am committed to performing my duties efficiently and upholding the company's standards and values.

PROFESSIONAL EXPERIENCE

Administrative Assistant

Petra Petroleum Service and Distribution | 2020 – 2025

- Perform cashier duties at the gas station.
- Managed daily administrative operations of the gas station branch.
- Prepared and maintained accurate records, reports, and inventories.
- Assisted in monitoring fuel deliveries, stock levels, and store supplies.
- Handled petty cash, reimbursements, and daily sales reconciliation.
- Supported the branch manager in implementing company policies and procedures.
- Coordinated staff schedules, attendance, and performance updates.
- Liaised with suppliers, contractors, and head office for operational requirements.
- Processed invoices, purchase orders, and other administrative documents.
- Addressed customer inquiries and ensured compliance with safety and cleanliness standards.

TECHNICAL SKILLS

Microsoft Excel
Microsoft Office
Internet Navigation
Website Creation
Editing

SOFT SKILLS

Patient
Can work under minimal supervision
Fast-Learner
Can multi-task

HOBBIES

Making Excel Templates
Web Designing
Reading

CHARACTER REFERENCES

Adolfo Damiray

Brgy. Captain
Armado Abra de Ilog,
Occ. Mdo
09654309875

Chrislyn V. Bugtong

Cashier
Petra Petroleum Service
and Distribution
09306075463

Ma Kay Datinguinoo

Employer
Arkbayz Suites
09758215029

Hotel Receptionist

Arkbayz Suites | 2016 – 2019

- Greet and assist guests with check-ins, check-outs, and inquiries.
- Manage room reservations, payments, and records accurately.
- Coordinate with housekeeping and maintenance for room readiness.
- Handle guest concerns professionally and ensure excellent service.
- Maintain a clean, organized front desk and support daily operations.

Waitress

Nova Dive Shop | 2008 – 2009

- Delivered courteous and efficient food and beverage service to guests in a relaxed, coastal environment.
- Accurately took orders, ensured timely service, and maintained high customer satisfaction.
- Managed cash and point-of-sale transactions with accuracy and integrity.
- Maintained cleanliness and organization of dining, bar, and common areas in compliance with health and safety standards.
- Assisted in coordinating guest needs related to diving activities, meals, and reservations.
- Supported the team in promoting dive packages, shop merchandise, and other services to enhance the guest experience.
- Ensured professional service and hospitality consistent with company standards.

I hereby certify that the information provided in this resume is true and accurate to the best of my knowledge.

SNOOKY D. DELLOS REYES

Applicant