

Colombia

Applied through AIESEC in TUNJA, Colombia.

PROFESSIONAL EXPERIENCE

Administrador General

La Sirena Eco Hotel Dec 2017 - Present Colombia

Soy el encargado del Eco Hotel, velo por el buen funcionamiento de todo, realizo procedos de auditorias internas, me encargo de realizar procesos contables, inventarios, revision de costos y gastos, procesos de contratacion, procesos de seguridad, reservas, manejo de recursos humanos y monetarios.

General cashier, administrative and financial department

Estelar Paipa Hotel and Convention Centre Apr 2017 - Oct 2017

Main activities and responsibilities
Support to the financial and administrative department
Be responsible of the cash and the money in banks
Generate fully the payments to hotels providers
Pay to extern and intern customers

waiter

Estelar Paipa Hotel and Convention Centre Dec 2014 - Apr 2017

Main activities and responsibilities
Reception of diners in hotel restaurant areas
Accompany the clients during the service
Respect the company's policies regarding the area
Good proper hygiene management and security

ACADEMIC EXPERIENCE

English for everyone program Aug 2015 - Aug 2016 Colombia

Languages

Ab Origen Consultorias Ambientales Jul 2014 - Jul 2014 Colombia

Audit

Camara de Comercio de Duitama, Boyaca Jun 2014 - Aug 2014

Select a Country

Other

Universidad Pedagogica y Tecnologica de Colombia Aug 2012 - Dec

2017 Colombia

Tourism & hotel management

Santo Tomas University, Tunja, Boyaca Aug 2011 - Aug 2012

Colombia

Other

LANGUAGES

French	Beginner
English	Intermediate
Spanish	Native

SKILLS

Advanced

- + Computer
- + Work Ethic
- + Collaboration
- + Dropbox
- + Client servicing
- + Self-Confidence
- + Agile development

Intermediate

- + Team Management
- + Adaptability
- + Operating systems
- + Microsoft Excel
- + Financial management
- + Public Relations
- + Windows PC usage
- + Professional Skills
- + HR induction
- + Leadership
- + Human Resources

Beginner

- + Organisational Management
- + Creativity
- + Critical Thinking

National Learning Service (SENA), Duitama, Boyaca Jan 2010 - Nov

2011 Colombia

Other

Technique Institute Jose Miguel Silva Plazas, Duitama, Boyaca Jan

2009 - Dec 2011 Colombia

Arts, Chemistry, Economics, History, Literature, Mathematics,
Religion, Sports, Statistics