



BENIFACEUS BIN GIDOK @ BASIL

I/C: 930430-12-5593
ADDRESS: WDT 15, 89700 BONGAWAN SABAH
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EMAIL: benifaceus93@gmail.com

PERSONAL PARTICULARS

Date of Birth: 30 April 1993
Marital Status: Single

Nationality: Malaysian
Gender: Male

EDUCATION AND QUALIFICATION

University Malaysia Sabah (UMS)
Bachelor of Economics (with honours) Majoring in Human Resource Economics
Graduated on November 2016
CGPA: 3.24/4.0

WORK EXPERIENCE

Gayana Eco Resort

Room Coordinator (November 2016-Present)

Role:

- Read and follow up on all requests on log book and provide feedback on the status.
- Responds to all incoming calls and is responsible for following through to see that all guest requests, employee requests, are attended on a timely manner.
- Performs basic clerical assignment when needed.
- Records and update employee attendance on a daily basis and keeps Executive Housekeeper abreast of all attendance discrepancies.
- Ensure that key and radio distribution and inventory are consistent.
- Responds to all guest requests directly placed with Housekeeping adhering to Resort Telephone etiquette.

PERSONAL AND SKILLS

Professional Skill					
Microsoft Word		●	●	●	●
Microsoft Excel		●	●	●	○
Microsoft Power Point		●	●	●	●
Microsoft Outlook		●	●	●	○
Language Skill					
Malay		●	●	●	●
English		●	●	●	○
Individual Skill					
Teamwork		●	●	●	●
Communication		●	●	●	●
Independence		●	●	●	●
Leadership		●	●	●	●
Discipline		●	●	●	●

INTEREST

Travelling, jogging, swimming, volunteer work and meet new people.

REFERENCE

Mdm. Imelda Sososco

Manager Housekeeping

Gayana Eco Resort,

Malohom Bay Pulau Gaya,

Taman Tunku Abdul Rahman,

Kota Kinabalu, Sabah.

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