



ALEJANDRO PÉREZ

Receptionist.

⇒ PROFESSIONAL SUMMARY.

Receptionist available to work in dynamic, customer-facing environments. Experience in administrative and sales tasks, such as managing the hotel reception or managing reservations and billing.

⇒ FUNCTIONS.

- Customer service.
- Management of individual reservations.
- Group booking management.
- Reservation management with PMSs and OTAs.
- Reservation control and forecasting.
- Customer and reservations relations via email.
- Billing and filing.
- Cash control.
- Delivery note and purchase management.
- Various administrative duties.

⇒ SKILLS.

- Teamwork.
- Availability.
- Flexibility.
- Communication.
- Initiative.
- Organization.
- Decision making.
- Proactiveness.
- Responsibility.
- Adaptability.
- Creativity.
- Empathy.
- Sociability.







⇒ HOTEL PMS.

- Microsoft Dynamics NAV.
- Amphitron Hotel.
- ACIHOTEL.
- Cloudbeds.

⇒ OTHERS.

- Driving License A and B.
- Military Service as Administrative Assistant in the Corps of Engineers Sant Climent Sescebes Military Base, Girona.

⇒ CONTACT.

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⇒ WORK EXPERIENCE.

HOSTAL RIBAS (Garet 62 Lloret, SL) | Lloret de Mar
 Receptionist.

02/2022 - 11/2025

HOTEL MERCEDES *** (Distinct Merit, SL) | Lloret de Mar

01/2019 - 11/2019

Receptionist.

HOTEL GOLDEN SAND*** (Control Global Hostelería, SL) | Lloret de Mar

02/2017 - 06/2018

Receptionist.

HOTEL SUNVILLAGE **** (SUN VILLAGE LLORET, SL) | Lloret de Mar

06/2013 - 09/2016

Receptionist.

GUITART LA MOLINA APARTHOTEL & SPA****

(Guitart Hotels, SA) | Alp (La Molina)

10/2006 - 02/2007 (Temporada de invierno)

Receptionist.

HOTEL GUITART CAPRI *** (Guitart Hotels, SA) | Lloret de Mar

03/1991 - 10/2012

Receptionist.

HOTEL CAPRI *** (Platur, SA) | Lloret de Mar

01/1987 - 01/1991

Receptionist Assistant.

⇒ ACADEMIC HISTORY.

10/2023

FPCAT Agency. GenCat | Barcelona

Professional Certificate for Accommodation Receptionist.

06/2022

Lloret de Mar City Council | Lloret de Mar

actIC Intermediate Level; 30 hours.

11/2018

Lloret de Mar City Council | Lloret de Mar

Online Administration Procedures; 3 hours.

11/2018

Lloret de Mar City Council | Lloret de Mar

Electronic Administration; 2 hours.

02/2017

Lloret de Mar City Council | Lloret de Mar

How to Finance My Business; 8 hours.

01/2003 - 05/2003

e-CIFO | Girona

Web Design Course; 156 hours.

02/1994 - 02/1994

OMICRON CENTER | Lloret de Mar

Computer Course; 16 hours.

09/1988 - 11/1988

OMICRON CENTER | Lloret de Mar

Office Automation Course; 200 hours.

09/1976 - 06/1984

Esteve Carles School | Lloret de Mar

High School Graduate.

⇒ LANGUAGES.

Anglès



C1 Avançat

Francès



B1 Intermedi

Alemanys



A2 Bàsic

Italià



A1 Bàsic

Rus



A1 Bàsic