



ALEJANDRO PÉREZ

Recepcionist

⇒ PROFESSIONAL SUMMARY.

Receptionist available to work in dynamic environments and in contact with the public. Experienced in administrative and commercial tasks such as hotel reception management, reservations, and billing.

⇒ DUTIES.

- Customer service.
- Management of individual bookings.
- Management of group bookings.
- 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.
- Initiative.
- Organisation.
- Decision making.
- Proactivity.
- Responsibility.
- Adaptability.
- Creativity.
- Empathy.
- Sociability.









⇒ HOTEL PMS.

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

⇒ OTHERS.

- Driving licence A and B.
- Military service in the Army as an administrative assistant. Sant Climent Sescebes Military Base, Girona.

⇒ CONTACT.

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 December 18, 1970, Barcelona
 Single
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⇒ WORK EXPERIENCE.

HOSTAL RIBAS (Garet 62 Lloret, SL) | Lloret de Mar
 02/2022 - 11/2025
 Recepcionist.
HOTEL MERCEDES *** (Distinct Merit, SL) | Lloret de Mar
 01/2019 - 11/2019
 Recepcionist.
HOTEL GOLDEN SAND *** (Control Global Hosteleria, SL) | Lloret de Mar
 02/2017 - 06/2018
 Recepcionist.
HOTEL SUNVILLAGE **** (SUN VILLAGE LLORET, SL) | Lloret de Mar
 06/2013 - 09/2016
 Recepcionist.
GUITART LA MOLINA APARTHOTEL & SPA **** (Guitart Hotels, SA)
 Alp (La Molina) 10/2006 - 02/2007 (Winter season)
 Recepcionist.
HOTEL GUITART CAPRI *** (Guitart Hotels, SA) | Lloret de Mar
 03/1991 - 10/2012
 Recepcionist.
HOTEL CAPRI *** (Platur, SA) | Lloret de Mar
 01/1987 - 01/1991
 Recepcionist assist.

⇒ ACADEMIC HISTORY.

10/2023
 Agència FPCAT. 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.

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|----------|---|--------------|--|
| Anglès |  | C1 Avançat | |
| Francès |  | B1 Intermedi | |
| Alemanys |  | A2 Bàsic | |
| Italià |  | A1 Bàsic | |
| Rus |  | A1 Bàsic | |