



ALEJANDRO PÉREZ

Receptionist

⇒ 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 PMSSs and OTAs.
- Reservation control and forecasting.
- Customer and reservations relations via email.
- Billing and filing.
- Cash control.
- Delivery notes 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.
- Anphitrión 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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- Av. Frederic Mistral, 17 / 02-04
- 17310 LLORET DE MAR, Girona
- December 18, 1970, Barcelona
- Single
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⇒ WORK EXPERIENCE.

HOSTAL RIBAS (Garet 62 Lloret, SL) | Lloret de Mar
02/2022 - 11/2025

Receptionist.

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 -Winter season-

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 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.

Anglès		C1 Avançat	
Francès		B1 Intermedi	
Alemany		A2 Bàsic	
Italià		A1 Bàsic	
Rus		A1 Bàsic	