



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.
- Communication.
- 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 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

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.

GUIPART LA MOLINA APARTHOTEL & SPA****

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

10/2006 - 02/2007 (Temporada d'hivern)

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

Ajuntament de Lloret de Mar | Lloret de Mar

acTIC Intermediate Level; 30 hores.

11/2018

Ajuntament de Lloret de Mar | Lloret de Mar

Online Administration Procedures; 3 hores.

11/2018

Ajuntament Lloret de Mar | Lloret de Mar

Electronic Administration; 2 hores.

02/2017

Ajuntament Lloret de Mar | Lloret de Mar

How to Finance My Business; 8 hores.

01/2003 – 05/2003

e-CIFO | Girona

Web Design Course; 156 hores.

02/1994 – 02/1994

CENTRE OMICRON | Lloret de Mar

Computer Course; 16 hores.

09/1988 – 11/1988

CENTRE OMICRON | Lloret de Mar






Office Automation Course; 200 hores.

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