



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.
- OTA extranet management and channel manager .
- Control and forecasting of reserves.
- E-mailing clients .
- Billing and archiving .
- Cash control.
- Delivery note and purchasing management.
- Various administrative functions.







⇒ SKILLS.

- Excellent customer service.
- Teamwork.
- Availability .
- Flexibility.
- Communication .
- Initiative.
- Organization .
- Decision making .
- Proactiveness .
- Troubleshooting.
- Responsibility .
- Adaptability.
- Creativity.
- Empathy .
- Time management.
- Language facility.
- Digital skills.

⇒ OTHERS.

- Driving License A and B.
- Service as aux . administrative staff at the Staff of Engineers Military Base of San Clemente Sescebes , Girona

⇒ CONTACT.

 Alejandro Pérez Gomez
 Av. Frederic Mistral, 17/02-04
 17310 LLORET DE MAR, Girona
 December 18, 1970, Barcelona
 Single
 (+34) 665 42 66 11
 perezalejandroc@outlook.com
 perezalejandroc.github.io

⇒ WORK EXPERIENCE.

02/2022 - 11/2024
HOSTAL RIBAS (Garet 62 Lloret, SL) | Lloret de Mar
 Receptionist
 01/2019 - 11/2019
HOTEL MERCEDES *** (Distinct Merit , SL) | Lloret de Mar
 Receptionist
 02/2017 - 06/2018
HOTEL GOLDEN SAND*** (Control Global Hostelería, SL) | Lloret de Mar
 Receptionist
 06/2013 - 09/2016
SUNVILLAGE HOTEL **** (Sunvillage , SL) | Lloret de Mar
 Receptionist
 10/2006 - 02/2007 (Winter season)
GUIPART LA MOLINA APARTHOTEL & SPA****
 (Guitart Hotels , SA) | Alp (La Molina)
 Receptionist
 03/1991 - 09/2012
HOTEL GUIPART CAPRI *** (Guitart Hotels , SA) | Lloret de Mar
 Receptionist
 01/1987 - 01/1991
HOTEL CAPRI *** (Platur , SA) | Lloret de Mar
 Reception Help

⇒ 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 Carlos School | Lloret de Mar
 High School Graduate

⇒ LANGUAGES.

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