

## Training Manager, Front Office, Sales, Events Department

Femeie, 40 ani, superioare studii.

**Datele de contact ale candidatului sunt contra cost. Detalii aici: <http://www.rabota.md/cv/>**

Salariu	9000 MDL
Program de lucru	Full-time
Chişinău	Chişinău

### Experienţa de munca

3 ani şi 11 luni

ianuarie 2014 - decembrie  
2016  
2 ani şi 10 luni

#### Learning & Development Officer

**Media Rotana Hotel, Dubai UAE**  
(UAE, Dubai), Turism, ospitalitate

- ☐ Analyse the property's Learning & Development needs;
- ☐ Organize and conduct new colleagues' on-boarding activities;
- ☐ Conduct Off-Job Training programmes to colleagues in Populations 3 and 4 and coordinate regional courses where applicable.
- ☐ Assist in the selection and development of interns and work experience placements
- ☐ Ensure that Management Colleague Development records of are kept updated
- ☐ Prepare the monthly calendars and reports in a timely manner
- ☐ Prepare the annual calendar (Off Job trainings) in a timely manner
- ☐ Updating & monitoring L&D data base as needed
- ☐ Attending morning briefings as needed
- ☐ Issue the required certification for colleagues who attended and completed corporate training programmes..etc
- ☐ Following and sharing LD Polices to the required Departments
- ☐ Monitoring on line rating on Trip advisor, booking.com,
- ☐ Following Hotel Polices as required
- ☐ Attending LD & HR meetings.

decembrie 2012 - ianuarie  
2014  
1 an şi 1 luna

#### Front Office Team Leader

**Media Rotana Hoitel, Dubai UAE**  
(UAE, Dubai), Turism, ospitalitate

- ☐ Assisting guest and Reservation Department with confirmations, room need requests, and questions.
- ☐ Knowledge of hotel products, services, hours of operation and other information as requested.
- ☐ Knowledge of loyalty programs Rotana Rewards Exclusive, Rotana Rewards

Select.

- ☐ Greeting guests warmly and perform registration procedure.
- ☐ Provide guests with appropriate room assignments, room keys, directions to the room, facilities of the hotel and offering up-selling when appropriate.
- ☐ Assist guest with issue and complaints, with empathy and focus on guest satisfaction, use team leader and managers support when necessary.
- ☐ Verify payment for stay including incidental costs by obtaining credit information.
- ☐ Monitoring high balance of the guest.
- ☐ Receiving and posting payments by cash, credit cards, cheques... ect to guest accounts as designated.
- ☐ Facilitate guest departures providing accurate statements and ensuring guest satisfactionand collecting all payments due.
- ☐ Conducting site inspections for potentials guest as per requirements (hotel rooms, conference halls, restaurants, business center etc)
- ☐ Assisting Front Desk Agents as needed(handling guest complaints, upgrading guests as per the RRE, monitoring FDA's & guest interaction)
- ☐ Posting payments/closing PM as per requirements
- ☐ Conducting Briefings if required to every shift
- ☐ Shift feedback to Front desk Managers & Front Desk Director

decembrie 2016 - decembrie  
2011  
5 ani

## Sef Hotel Zimbru

### Zimbru

(Chişinău), Turism, ospitalitate

- ☐ Hotel activities.
- ☐ Responsible for reception activities, customer requirements, advertising.
- ☐ Positive and upbeat approach to employee relations.
- ☐ Handling & resolving guest complaints.
- ☐ Concluding and negotiating contracts with national and international companies, travel agencies (site inspection of hotel facilities) etc.
- ☐ Making the reports for Police department, Immigration, Bureau of Statistics, etc.
- ☐ Organizing site inspection of hotel facilities for potentials clients.
- ☐ Organizing conferences, seminars, coffee breaks as per the guest requests..ect.
- ☐ Ability to ensure proper selection, training, motivation and counseling of all employees
- ☐ Certificate Holder - category A, Hotel Services. – by National Associations of travel agencies of Republic of Moldova
- ☐ Excellent eye for details can carry out actions to improve the appearance of the property, and employees as well as establish relevant actions that meet guest's expectations.
- ☐ Positive and upbeat approach to employee relations and guest complaints.
- ☐ Remarkable ability to ensure proper selection, training, motivation and counseling of all employees.

## Education

## Studii superioare

până in 2004

Universitatea de Studii Umanistice din Moldova, Drept  
Drept Economic

## Instruire continua, cursuri de formare

2014

Interviewing and Selection Skills, Group Training Techniques, Destination Leadership Programme, On Job Training, Managing Colleague Development, On Stage, Managing People Performance, First Aid in Media Rotana Hotel, Dubai UAE, or. UAE, Dubai.

## Competente-cheie

---

Steps & requirement on how to conduct an Interview  
How to conduct and create trainings for the colleagues  
How to become a leader  
How to conduct trainings in the department  
How to develop the colleagues knowledge, motivation  
How to perform in front of people

## Competente lingvistice

---

Romana	Materna
Rusa	Fluent
Engleza	Fluent

## Informații suplimentare

---

Cetățenie	Moldova
Permis de conducere	B
Autovehicul propriu	automobil personal
Despre mine	I Am a positive person, team player, hard working, responsible,friendly, self-motivated, well organized and always willing to learn something new.