

RUJIRA THONGSUK

215/3 Village No.6 Naklua Sub-district, Banglamung District,
Chonburi, 20150
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PERSONAL DATA

Date of Birth: 26 September 1990

Age: 28

Sex: Female

Marital status: Single

Nationality: Thai

Religion: Buddhism

Height: 160

Weight: 49

PROFESSIONAL OBJECTIVE

Obtain a job as hotel reception in well-established hotel to show my skills and experience the enlargement of hotel.

SKILLS / ABILITIES

- Provide information to customer about hotel services.
- Able to keep customer database on daily basis.
- Able to handle to emergency condition also.

EMPLOYMENT

Sunshine hotel and residences (2015 – January 2017)

Hotel reception

- Assigned rooms to guests on daily basis.
- Issued room key and escort instructions of the hotel.
- Provided information about hotel services and facilities to customers.
- Make reservation for walk-in customers.
- Make reservation from travel agent.
- Maintained the records of customers including address, mobile number, E-mail, in time / out time etc.

EDUCATION

- Bachelor Degree of Liberal Arts major English for international communication, Rajamangala University of Technology Tawan-Ok (Chakrabong Phuvanart Campus) 2013
- Debsirin Samutprakarn, 2008