

Jian Encanto

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Email: encantojian88@gmail.com

Nationality: Filipino

Age: 35

Gender: Male | Marital Status: Married



Profile Summary

A front desk receptionist with

Work Experience

BOUNDLESS LIVING, INC. – Planet Infinity Gym | Quezon City, Philippines
September 2023

July 2021 –

Front Desk and Marketing Officer

- Greets and records arriving guests and members
- Handles and provides suitable solutions for customers concerns, queries and complains
- Process membership enrollment and other transactions
- Compiles daily transaction reports
- Compiles daily traffic of members and guests
- Answer phone call inquiries
- Offers and promotes latest membership promos and benefits
- Compiles monthly sales report and staff attendance

BOUNDLESS LIVING, INC. – Planet Infinity Gym | Quezon City, Philippines
November 2019

October 2018 –

Front Desk and Marketing Officer

- Greets and records arriving guests and members
- Handles and provides suitable solutions for customers concerns, queries and complains
- Process membership enrollment and other transactions
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Bloomberry Resorts and Hotels Inc. | Parañaque, Philippines

December 2015 – December 2017

Cage Supervisor

- Supervises senior cage cashiers and cage cashiers with their transactions and overrides their system for additional access
- Handles customer escalations and concerns
- Verifies cashier transactions to ensure trade accuracy.
- Handles closing inventory of the chip bank at the end of the shift.
- Prepares program settlement for VIP players and junkets.
- Management of the cage cashiers' break moves to ensure adequate staffing.

Bloomberry Resorts and Hotels Inc. | Parañaque, Philippines

November 2014 – November 2015

Senior Cage Cashier

- Performs a variety of cash-in and cash-out duties

- Handle cash payments such as chips, TITO tickets, and foreign currency exchange.
- Reconciliation of cash inventories and commodities such as fills & credits.
- Cash replenishment of ticket redemption booths.
- Acts as supervisor for other cashier in the absence of the supervisor.
- Double checks cashier's transactions and overrides their system for additional access.

Bloomberry Resorts and Hotels Inc. | Parañaque, Philippines

January 2013 – November 2014

Cage Cashier

- Performs a variety of cash-in and cash-out duties
- Handle cash payments such as chips, TITO tickets, and foreign currency exchange.
- Reconciliation of cash inventories and commodities such as fills & credits.
- Cash replenishment of ticket redemption booths.

SM Prime Holdings, Inc. | Batangas, Philippines

July 2012 – October 2012

Account Manager

- Offers and markets leisure property located in Nasugbu, Batangas.
- Offers an exclusive vacation house and condominiums near the beach.

Education

St. Jude College | Manila, Philippines

2008 – 2011

Bachelor of Science in Physical Therapy

Pamantasan ng Lungsod ng Maynila | Manila, Philippines

2005 –2008

Bachelor of Science in Physical Therapy

Certifications

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Other Information

- Languages: English (fluent), Tagalog (native)
- No notice period required
- Holding a Philippine Driver's License
- References available upon request