



ANJELICA ROSE PEREDA

Seeking a dynamic work environment that fosters the enhancement of my skills and abilities, where I can leverage my strengths while actively addressing areas of improvement. Committed to contributing to the achievement of company objectives through effective task prioritization, completion, and unwavering follow-through.

Contact

- +971 55 490 2659
- Anjelicarosepereda@gmail.com
- Dubai Production City - UAE

Education

Bachelor of Science in Hotel & Restaurant Management

Manuel S. Enverga University
Foundation Lucena City,
Philippines
2015-2021

Secondary Level

Manuel S. Enverga University
Foundation Lucena City,
Philippines
2010-2015

Primary Level

St. Mary's Catholic High School
Fujairah United Arab Emirates
2004-2010

Skills

Customer Service	●	●	●
Organizational Skills	●	●	●
Communication Skills	●	●	○
Microsoft Office	●	●	○
Detailed Oriented	●	●	○
Teamwork	●	●	○
Research	●	●	○
Canva (Basic)	●	●	○

Experience

- Veterinary Assistant / Receptionist** Feb 2022 - May 2024
JVETSERV Veterinary Clinic
 - Proficient in appointment management and delivering outstanding client support, adept at handling inquiries across diverse communication platforms.
 - Exceptional skill in appointment reminders and maintaining meticulous records.
 - Experienced in product and inventory management, with a strong command of POS systems and financial reconciliation.
 - Capable of providing support in surgical preparations, vaccinations, and general veterinary care, collaborating closely with veterinarians in day-to-day clinical operations.
- Administrative Assistant (Internship)** Feb 2021 - Sep 2021
Astoria Plaza
 - Warmly welcome and greet guests upon their arrival.
 - Skillfully respond to inquiries and handle complaints with professionalism.
 - Efficiently manage incoming calls, either redirecting them or taking detailed messages.
 - Organize, sort, and forward emails to the appropriate recipients.
 - Diligently monitor office supplies and initiate orders when required.
 - Maintain up-to-date records and organized files for seamless office operations.
- Contact Tracer (Contractual)** Oct 2020-Dec 2020
Department of Interior and Local Government
 - Gathering of Data's of the patient and direct contacts.
 - Providing guidance and health education to interrupt the ongoing disease transmission.
 - Disseminating the gathered Data's to proper authorities for documentation and observation.
- Restaurant Attendant (Internship)** Jun 2019 - Sep 2019
Kalbi Gogi Korean Restaurant
 - Greeted and warmly welcomed customers as they arrived at their tables, creating a positive first impression.
 - Provided in-depth information to customers regarding the dishes, their ingredients, and any special features, enhancing their dining experience.
 - Ensured customers were well-informed about the location and availability of beverages, contributing to a seamless dining experience.
 - Proactively monitored and refilled dishes to meet customer demands, resulting in high satisfaction levels and a consistently well-stocked buffet.
- Achievements**
 - Food and Beverage Service NCII Passer- 2019
 - Outstanding Academic performance in Front Office with PDPR - 2019
 - Outstanding Academic performance in Rooms Division - 2020
 - Best in Hospitality Management Practicum- 2021