PERSONAL INFORMATION

Carlos Xavier Latorre Barra

Sex Male | Date of birth 13/01/1994 | Nationality Chilean

PROFESSIONAL OBJECTIVES

To be part of a growing team in Malta's hospitality sector, performing with excellence in roles such as Waiter, Runner, Room Attendant, Cleaning, and Customer Service.
To grow alongside the hotel by contributing operational proactivity and, when necessary, applying my technical skills in systems to optimize processes and resolve technological issues that support the team's work.

JOB APPLIED FOR
POSITION PREFERRED
Waiter, Room Attendant, Public Area Attendants, Runner, Cleaning, and Customer Service.

JOB STUDIES APPLIED FOR
Just if needed provide additional support in areas such as data analysis or web improvements.

PERSONAL STATEMENT

WORK EXPERIENCE

December 2024 - Currently

Fast Soluciones (Curicó, Chile)
Company Vehicle Manager and Warehouse Administrative Assistant:
- Preventive/corrective maintenance, fuel control, route optimisation, insurance administration, legal procedures and driver management.
- Control and manage the reception, transfer and dispatch of goods from the warehouse.
- Carry out monthly inventories to ensure that the records in the system match the quantity of products in stock in the warehouse.

March 2024 - November 2024

Conpax Valko Arrigoni (Romeral, Chile)
Human Resources Assitant: Compile and maintain employee's files.
- Record employee's data; personal information and attendance record reconciliation.
- Prepare documents for the drafting of employment contracts.
- Prepare payroll calculations.
- Prepare severance payments.

July 2023 - February 2024

Adare Manor Hotel (Limerick, Ireland)
Housekeeping:
- Clean and tidy the rooms of hotel guests, including bathrooms.
- Replacement of the different services provided to the guests, such as drinks, new towels and new sheets.

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October 2018 – March 2023

Administrative Supermarkets El 9 (Teno, Chile)
- Cash register: Registration of conformity of activities carried out and closing balances.
- Control of Reports: Retrieve daily sales reports from the Sial system.
- Invoice Report: Record of invoices received daily, entering them into the system to issue a report.
- Purchase Orders: Entry of invoices into the system to obtain purchase orders and thus make payments to suppliers.

EDUCATION

TERTIARY EDUCATION

Human Resources Technician –
IACC – Santiago, Chile. 2024 – Currently.

College Degree - Accountant Auditor -
Catholic University of Maule – Curicó,
Headquarters, Chile. 2013 – 2018.

SECONDARY EDUCATION

Liceo Tecnológico Mataquito, Curicó, Chile. 2008 – 2011.

ELEMENTARY EDUCATION

Escuela F-449, Chimbarongo, Chile- 2000 – 2007.

PERSONAL SKILLS

Mother tongue(s): Spanish

OTHER LANGUAGE(S): English, Cambridge B2 Certificate.

Communication skills
- Active Problem Listening
- Guest Relations
- Support

Organisational / managerial skills
- Proactive Task Prioritization
- Inventory Management
- Operational Workflow Support

Job-related skills
- Waiter
- Customer Service
- Cleaning
- Multitasking and teamwork

Professional Skills
- Office Medium Level (Microsoft Word, Excel and PowerPoint).
- Knowledge in Human Resources: Record of assistance and Recruitment.

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