

# Ojt narrative report essay sample

[Sport & Tourism, Hotel](#)



## ALOHA HOTEL BRIEF HISTORY

Aloha Hotel was established in 1995 as one of the subsidiary companies of Goldbell Phil., Inc. with hotel and restaurant as its primary line of business.

It was just a 3 – storey building until it became on what is now a 6 storey hotel after only a couple of years of successful operation.

To keep and abreast with the industry’s stiff competition, the hotel is continuously upgrading its facilities. To render efficient service to our valued guests, continuous manpower training and development is one of the main concerns of Aloha management.

At present, Aloha Hotel is the only standard hotel along Roxas Boulevard overlooking the historic Manila Bay in Malate, Manila.

## MISION

We believe; our first responsibility is to our guest in meeting their needs, we focus our competencies to serve them promptly with a level of consistency. We provide services them the highest value for their money.

## VISION

Aloha Hotel is designed to be the consummate hotel and leisure experience, service excellence, a pride and inspiration of a Filipino nation. Aloha a legendary hotel.

## COMPANY PROFILE

MOCA, INC. was incorporated on May 12, 1959 with business address at 1250 Roxas Boulevard, Malate Manila. It is one of the subsidiary companies of Goldbell Phil, Inc. that owned and manages the following:

1. Lagos Del Sol Resort and Hotel, Inc.
2. Sunshine Transportation, Inc.
3. El Sol Tours, Inc.
4. Southeast Travel and Tours
5. Goldenwealth Inc.
6. Premier Vima Realty, Inc.

The company is primarily engaged in the Hotel and Restaurant Business. It manages and operates Aloha Hotel and its restaurant outlets namely;

Sze – Chuan Restaurant

Café Felisa Coffee Shop

It is being managed by professional and competent managers and staff.

The Board of Directors and Officers are as follows;

1. Mr. Manuel O. Chua – Chairman
2. Mr. Dorian L. Chua – President and Gen. Manager
3. Mr. Lilong L. Chua – First Vice – President and Assistant Treasurer
4. Mr. Ernesto B. Paje – Second Vice – President
5. Ms. Felisa L. Chua – Treasurer and Secretary

III. Summary of the OJT/ Practicum Program

## WEEK 1

It was March 5, 2014, Wednesday when I started my second On – the – job training at Aloha Hotel in Roxas Boulevard Malate, Manila. I was assigned at Food and Beverage Sales Office. On my first day I was very nervous and at the same time I am excited because of the new environment. The warm welcome of all the employees there is the reason why I was able to adjust easily. That time I have no idea on what task is I am going to do. My OJT supervisor accompanied me to my table where I will be staying during my OJT. The first task they asked me to do is to clean their office, to file all the documents and important papers in their proper receptacle. During my first day the Banquet Manager of the hotel, one of my bosses and also serves as one of my OJT supervisor, tour me on the hotel's restaurant (Café Felisa and Sze – Chuan Restaurant). On my first day they teach me the usual tasks that I possibly encounter everyday like how to check and update the reservation logbook of the restaurants from the month of March until December, receiving telephone calls, photocopying, fax and encoding of important documents, letters, receipts, and memorandum, arranging files, making event order where all the departments should sign to inform them that there will be an event/function within that week and other office related activities. In doing all this work, I kept in my mind to always to my best not to commit mistake and always do what is right. During the whole first week of my internship I was also assigned in Café Felisa Coffee Shop

## IV. Assessment of the OJT/ Practicum Program

### A. New knowledge, attitudes, and skills acquired.

For almost a month that I took my internship at Aloha hotel I learned a lot of values, new knowledge and skills that made me not only as a better student trainee but also a better person because this internship serves as a beginning for me, a stepping stone to a real life of being an employee. Like learning to be with others, to work with other people, I also learned to accept criticism especially on times when I committed mistakes. Self - confidence is also something I really gained or develop in this experience. As my whole experience in this internship I encounter different types of people and situation because of this I learned how to handle my emotions like being or having a lot of patience, controlling my temper and how to resolve a problem and it is one of the most important aspects in this industry.