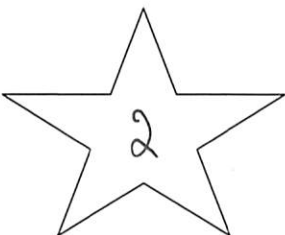
 <b>Gulfjobseeker.com</b> Helping you to search best jobs & talent since 2002!		Profile Score 	
		<b>APPLICATION FORM - NEW REGISTRATION</b>  <b>NOVEMBER-2014</b>			
Recent Photograph		Date <u>17 / 11 / 2014</u>		CV No <u>103164</u>	
Profession / Specialty		<u>Customer Service</u>			
Industry / Projects		<u>Hospitality / Travel &amp; Tourism</u>			
Nationality		<u>Filipino</u>		Place of Birth / City of Origin <u>Morona C. Ty, Philippines</u>	
Gender		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Marital Status <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion		<u>R. Catholic</u>		Birth date (DD-MON-YEAR) <u>Dec 17, 1978</u>	
Languages		Mother Tongue <u>Tagalog</u>		Other Languages <u>English / Ilocano, Ilongga</u>	
Qualification		<u>Bachelor of Science in Commerce Management / Microsoft Word &amp; Excel</u>			
Gulf Experience		<u>0</u> Years <u>0</u> Months		Total Experience <u>2</u> Years <u>1</u> Months	
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Do you have own car? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Visa Validity Date		<u>D 11 M Dec Y 2014</u>		Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent	
Employment Status		<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		<u>Cafesoy</u>	<u>Val 6,000</u>	Last Salary Verified <input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract	
Expected Salary		<u>Dirham</u>	<u>2007-2500</u>	<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
What is the reason for your Job Search? <u>I have my own little business in the Philippines so for a graduate I need to find a job in GCC</u>					
How many jobs you have applied so far?		<u>many</u>		How many interview calls you have received so far? <u>many</u>	
What is your talent? Describe in detail. <u>I am a hardworking person. a customer oriented and I can deal with any people of nationality. I am the quick learner</u>					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	<u>1</u>
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	
IT Literacy	<u>1</u>	Arabic Proficiency		On Job Training Certificates	
				IELTS Proficiency	
Bonus Score	<u>1</u>	+ Gulf Score		+ Education Score	<u>1</u>
Based on documents verified by our HR Assistants the candidate has achieved total score points of					<b>= Total Score</b>
					<b>2.</b>

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978



# CURRICULUM VITAE

DUBAI ,UAE

## PROFILE:

I finished a course in Administration/Organization skill (E-office) in , Institute, Dubai UAE and I finished a degree in Bachelor of Science in Commerce Major in Management in Notre dame of Marbel University in the Philippines. Presently own and manage of Travel and Tours.

## OBJECTIVES:

My objective is to join a successful company with career opportunities and be a part of your road to success.

<b>Personal Information</b>	<ul style="list-style-type: none"><li>♣ Marital status : Single</li><li>♣ Nationality : Filipino</li><li>♣ Sex : Female</li><li>♣ Date of Birth : 17<sup>th</sup> December 1978</li></ul>
<b>Language known</b>	English, Tagalog (read, write and speak)
<b>Academic Education</b>	Course: Bachelor of Science in Commerce Major in Management Year Conducted: June 1996- March 2000 Notre Dame of Marbel University, Philippines
<b>Training/Short Course</b>	Administration and Organization Skills (E-office) (Word, Excel, PowerPoint, Outlook and internet)

<b>Work Experience</b>	<p><b>October 8, 2012-present</b></p> <p>Position: Travel agent/Franchise Owner</p> <ul style="list-style-type: none"> <li>• Encoding/arranging booking in domestic and international flights.</li> <li>• Dealing with customer queries and complaints.</li> <li>• Sending out ticket to client/via email.</li> <li>• To maintain good rapport to the customer.</li> <li>• Keeping clients up to date in any changes.</li> <li>• Maintaining statistic and financial records.</li> <li>• Responsible for cash bond deposit.</li> <li>• Meeting profit or sales target.</li> </ul> <p><b>HELPERS LLC- PROFESSIONAL MAID SERVICES</b></p> <p><b>OFFICE ASSISTANCE</b></p> <p><b>P.O BOX# 53309, DUBAI U.A.E</b></p> <p><b>October 16, 2006- September 30, 2010</b></p> <ul style="list-style-type: none"> <li>• Dealing with clients and result oriented</li> <li>• Assist with filing, copying and binding all presentations and related documents.</li> <li>• Provide stationery and Support Office Staff.</li> <li>• Greet, welcome and create a good relationship with clients.</li> <li>• Check the stock availability and provide the list to purchase department.</li> <li>• Maintain good relationship with all the office Staff.</li> <li>• Control the cleanliness of office with housekeeping members.</li> </ul> <p><b>TAIFFINI COPPER &amp; CONDUCTOR</b></p> <p><b>Philippine Factory</b></p> <p><b>Bo. Maguyam, Silang Cavite</b></p> <p><b>March 29, 2004-July 15, 2004</b></p> <p>Position: Quality Controller</p> <ul style="list-style-type: none"> <li>• Monitor and set the machine from time to time</li> <li>• Check the materials needed and the availability of the product.</li> <li>• Maintain the quality of finished product.</li> <li>• Makes daily report of the specified product.</li> </ul>

	<p><b>FITMART MALL OF MARBEL</b>  <b>Koronadal City, South Cotabato</b>  <b>February 2003- August 2003</b></p> <p>Position: Promodizer (CDO Corned Beef)</p> <ul style="list-style-type: none"> <li>• Standardize the filling of stocks/product</li> <li>• Assist the needs of the customer</li> <li>• Maintain good rapport to the customer</li> <li>• To give prompt and quick reply to the customer inquiries</li> <li>• Check the expiry of the product from time to time</li> <li>• Make a sales inventory</li> </ul> <p>Position: Promodizer (CDO Hotdog)  August 2002- February 2003</p> <ul style="list-style-type: none"> <li>• Standardize the filling of stocks/product</li> <li>• Assist the needs of the customer</li> <li>• Maintain good rapport to the customer</li> <li>• To give prompt and quick reply to the customer inquiries</li> <li>• Check the expiry of the product from time to time</li> <li>• Make a sales inventory</li> </ul>
<b><i>Skill and Key Strength</i></b>	<ul style="list-style-type: none"> <li>• Good communication and listening skills</li> <li>• Can speak English and Tagalog</li> <li>• Get on well with other people</li> <li>• Flexible</li> <li>• Trustworthy, hardworking, organize and customer oriented</li> <li>• Quick learner</li> <li>• Self-motivated independent</li> <li>• Knowledgeable in Microsoft Office</li> <li>• (Word, Excel,Powerpoint,Outlook and internet</li> </ul>

THE END.