

**PERSONAL DATA**

Age : 23

Height : 5’3”

Citizenship : Filipino

Birth Date : January 21, 1992

Religion : Roman Catholic

Status : Single

Language : English and Filipino



**OBJECTIVE**

“To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people and enhance my abilities and skills in a stable environment for lasting relationship in any field.”



**WORKING EXPERIENCE**

***Business Development Coordinator cum HR Coordinator***

**Social Eyez**

United Arab Emirates

May 11, 2014- Present

*Duties and Responsibilities:*

* Creates social media proposals and contracts.
* Assist with the preparation of presentations and reports to current & potential clients.
* Maintains a data base of current and potential clients.
* Calls potential clients for company presentation and answers mail and phone inquiries.
* Provides administrative support to the CEO, Commercial Director & Business Development Team, including coordinating and scheduling appointments, coordinating travel arrangements, preparing expense reimbursements, preparing correspondence and organizing contacts lists.
* Responsible for other specific Business Development activities as assigned by any team member.
* Responsible for Business Development special projects and events (meetings, staff workshops, conferences) and prepare related material (meeting minutes, briefing papers, presentations, reports, mailings).
* Posts job vacancies on LinkedIn and shortlist potential candidates according to experience and current location.
* Contacts shortlisted candidates for an interview.
* Sends tests to candidates who passed the initial interview and sends accordingly to the department head.
* Maintains database of applicants who were interviewed and filing resumes, test and assessments.
* Answers inquiries regarding job vacancies in the organization.

***Sales Executive***

**Wharf International**

United Arab Emirates

September 5, 2013- May 1, 2014

*Duties and Responsibilities:*

* Act as a bridge between the company and its current market and future markets.
* Gather market and customer information.
* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains and develop relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.
* Welcomes visitors by greeting them, in person or on the telephone and answering or referring inquiries.
* Directs visitors by maintaining employee and department directories and giving instructions.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

***Professor/ Instructor***

**Philippine Women’s University**

Philippines

June 2012- May 2013

*Duties and Responsibilities:*

* Teaches Tourism Subjects ( Philippine Tourism/ Domestic Tourism, Eco-Tourism, Transportation Management, Principles of Tourism 1 & 2, and Tour Guiding and Escorting)
* Creates lesson plan, activities, exams and grading sheets for each subject course.

***Tutor/ Teacher***

**Private (Part-time)**

August 2012- July 2013

*Duties and Responsibilities:*

* Teaches Basic English like numbers, shapes, colors, alphabets, fruits, vegetables, body parts, etc.
* Teaches reading, writing, coloring, painting, drawing, pray, dance and sing.

***Junior Travel Consultant***

**Pacquiao Group of Companies- Pacman Travel and Tours**

Philippines

November 8, 2011- April 20, 2012

*Duties and Responsibilities:*

* Making flight reservations and bookings through Abacus System and Via Phil.
* Giving answers to inquiries by clients and advising them accordingly regarding booking and reservations.
* Making Reservation of accommodation and services.
* Helping customers who encounter problems in obtaining booking.
* Assisting clients to fill in reservation forms.
* Handle all guest requests in a professional manner.
* Answer all inquiries of fare rates, promos, and packages etc.
* Search for all the promos in different Airlines such as Philippine Airlines, Cebu Pacific, Air Philippines, Zest Air, SeAir and Tiger Airways every day.
* Search for all the Hotels in the Philippines including their Contact Persons, Contact No., Address, Category and the like for the data base.
* Search for all the Attractions in Manila and all over the Philippines.
* Making a package tour for Manila.
* Renewal of Permits of the company.

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**EDUCATIONAL ATTAINMENT**



**SKILLS AND QUALIFICATIONS**

* National Certificate II Holder for Front Office
* GFI Certified for Lan Guard, Events Management, Fax Maker,

End Point Security, Mail Archiver and Web Monitor

* Computer Literate: MS Office, Outlook and the Internet
* Proficient in English and Filipino
* Good Interpersonal and Communication Skills
* Artistic, versatile and effective at multi-tasking



**TRAINING AND SEMINARS**

* Singapore- Malaysia Educational Tour
* Hong Kong- Macau Educational Tour
* GFI, Barracuda & Symantec Product Training
* Engagor Training- Social Media Tool
* 12th AME Regional Marketing Management Education Convention
* Food and Beverage, Housekeeping and Personality Development
* Business & Tourism Research Colloquium
* Housekeeping Seminar
* “Low Budget, Rich Ideas” Philippines Indie Film
* Yesterday, Today and Tomorrow
* Look For Success 2012
* Angono Educational Tour



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