

**EDUCATION**

**Bachelor of Science in Tourism**

Batangas State University

Batangas City, Philippines

**PROFILE AT GLANCE**

* Computer Literate ( MS Word,MS Excel,MS Power Point,Outlook)Typing
* Knowledge in using CRM & SME
* Knowledge in Travel Agency Operation
* Knowledge in Airport Services Operation
* Leadership skills , Intrapersonal Abilities, Planning , Organizing
* Ability to priorities and handle a fast-paced office environment.
* Excellent communicator and strong administrator
* Work Ethic, Dedication. Hardworking, Positive Attitude Willingness to learn

**ORGANIZATION / AFFILIATION**

**Convention Class 2010**

Batangas State University – IHM Dept.

**League of Tourism Students of the Philippines (LTSP)** CALABARZON Member(2010 – 2011)

**Young Hoteliers and Tourism Professionals**

**Society (YHTPS)**

Batangas State University Main Campus

Member (A.Y. 2007- 2011)

**SEMINARS / TRAINING ATTENDED**

**Ground Attendant**

December 2010 - February 2011 On-the-Job Training (400 hours)

**Zest Airways, Inc.** Manila Domestic Airport, Pasay

City.

**Theoretical and Practical Training**

Tourism Office, Municipality of Talisay, Batangas,

Philippines

Nov 2008 – Feb 2009

**1st Annual LTSP-CALABARZON Regional**

**Convention**

Theme: “Facing the Challenges and Trends in

Tourism”

Freedom Hall, SHL Bldg., Lyceum of the Philippines

University - Batangas

October 9, 2010

**Convention 2010**

Theme: “Redefining the Arts of Philippine Cuisine in Today’s Generation towards Tourism Influx through Expanded Competencies”

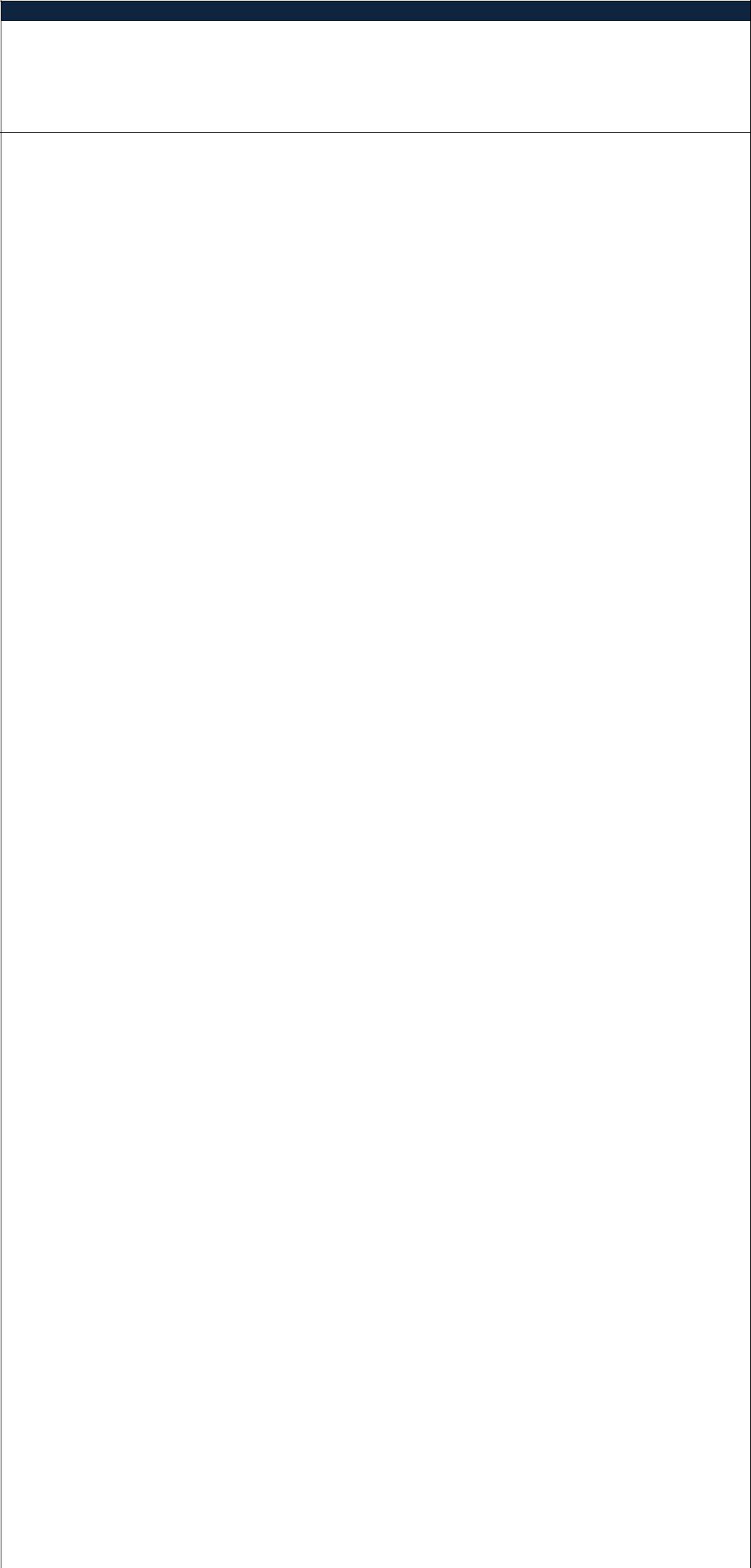
September 17, 2010

**Resort-Hotel Operations Training Program**

Villa Escudero Plantations, San Pablo, Laguna

October 21, 2009

[**244523@gulfjobseekers.com**](mailto:244523@gulfjobseekers.com)



**CAREER OBJECTIVE**

To secure a position in a highly motivating and challenging environment that will provide the best opportunities to grow and develop my potential to the fullest to achieve the organization’s goals while achieving my personal goals.



**WORK EXPERIENCES**

**SECRETARY CUM RECEPTIONIST**

PGR REAL ESTATE BROKERS

Bldg. 5 Gold& Diamond Park, Sheik Zayed Road Dubai,UAE

April 2014 to Present

**Essential Duties and Responsibilities:**

* Screening calls, routes them to their proper recipient, taking and relaying messages as needed.
* Greet persons entering organization
* Answer inquiries about company.
* Deal with queries from the public and customers
* Using office equipment such as photocopiers, fax machines, switchboards and online record management
* Auditing and purchasing office supplies
* Handling confidential information, including rental applications and copies of personal identification documents
* Assisting the sales team to research the property market
* Receiving and processing incoming and outgoing mail
* Make sure the property listings are up to date
* Liaising with Property Owners and Real Estate Salespeople regarding properties
* Dealing with agents, landowners, renters, maintenance contractors and homebuyers.

**RECEPTIONIST & MEMBERSHIP SERVICES ASSISTANT**

Tagaytay Highlands International Golf Club Inc., Philippines

June 2011 to March 2014

**Essential Duties and Responsibilities:**

* Answer all incoming calls at once and ensures that the personal
* Calls are charged accordingly. Briefly screens and transfer calls to respective local lines immediately.
* Reads the endorsement logbook upon arrival for updates and takes action to tasks endorsed.
* Accepts payments of monthly dues and issue official receipts. Also accepts other payments such as deposit for function, payment of guest cards, payment for banquet events, scrip money, etc.
* Accepts daily golf reservations, personally reserved or through telephone calls.
* Registers golfers, issues golf carts, green fees, caddie fees and starter slips. Ensures that vouchers are duly signed by the members/ guests upon leaving the counter.
* Accurately answers queries and general information about the club membership.
* Assists members on inquiries regarding their membership cards. Prepares card follow up form and endorses to the Membership Assistant.
* Assists in promotion of club activities and special promos. Helps promote new Club outlets, restaurants and facilities
* Assists in golf tournaments, concerts and other Club's special events.
* Performs other special tasks, which may be assigned from time to time.

**ADMINISTRATIVE ASSISTANT / SECRETARY**

LEDESCO Development Corporation, Philippines

March 2011 – May 2011

**Essential Duties and Responsibilities:**

* Responsible for systematic filling of all important documents
* Maintain the personal files of workers and staff
* Responsible for planning, budgeting and ordering of office supplies
* Accounts for all supplies, equipment and materials
* Prepare liquidations, disbursing and requisition of funds
* Comply to other duties and functions given from time to time
* Covers reception as and when necessary

|  |  |  |
| --- | --- | --- |
|  |  | **PERSONAL DETAILS** |
| Age | : | 24 |
| Date of Birth | : | 18 October 1990 |
| Nationality | : | Filipino |
| Sex | : | Female |
| Civil Status | : | Single |
| Language Spoken | : | English & Tagalog |
| Visa Status | : | Cancelled Visa |
|  |  |  |
|  |  |  |