**AILEEN**

[**AILEEN.261784@2freemail.com**](mailto:AILEEN.261784@2freemail.com)

**OBJECTIVE:**

To obtain a position in which I can utilize the skills and competencies that I have acquired during years of work experiences. To allow future growth and career advancement.

**QUALIFICATIONS:**

* Years of experienced in Customer Service oriented institutions.
* Office and Admin Support experienced in highly reputable companies.
* Basic knowledge in Accounting.
* Mastery of Microsoft Office Programs ( Microsoft Word, Microsoft Excel, Microsoft Powerpoint)
* Practice time management and self-discipline.
* Can easily establish good working relationship with co-workers.
* Responsible, Honest and dedicated to work.
* Ability to handle confidential file and private information.

**Areas of Expertise:**

* Handling cash.
* Can handle pressure and give solutions to problems.
* Can handle conversation with clients.
* Multitasked
* Team player
* Resourceful

**PROFESSIONAL EXPERIENCES:**

**2013 – 2015**

**SyCip Gorres Velayo & Company (a member of Ernst & Young Global Limited)**

Is an Accounting, Auditing and Special Services Firm. Number 1 in what they consider as a Big 4 Accounting Firm in the Philippines and a member of Ernst & Young. Handling accounts of multinational companies both domestic and international.

**EXECUTIVE ASSISTANT TO PARTNER**

**DUTIES:**

* Managing the day to day work flow in the office.
* Complex diary management for Partners schedules, meetings and appointments.
* Document production, including heavy amendments and formatting, track changes and working in multiple versions of documents**.**
* Provide venue for meetings within and outside office.
* Provide assistance to Partner’s personal errands (Bank, Extracurricular activities)
* Organizing and maintaining confidential files and records.
* Making travel arrangements as required, including flights, accommodation and airport transfer.
* Handles logistic transactions.
* Monitor and analyze financial flow of the Partner’s expenses & revenue target within the fiscal year.
* Involvement in the billing process, including working with the partner and the accounts team to produce the monthly bills, checking the accuracy of the bills according to contract and sending them out in a timely manner.
* Calling clients to follow up payments and assure that they will pay within the fiscal years.
* Make presentations and reports of financial flows of the Partners.
* Welcomes and provides needs (foods, projector, etc) of the clients during meeting.
* Preparing expense claims of partner.

**2011-2012**

**DMPI Core Networks - Sun Cellular**

One of the biggest telecommunication companies in the Philippines. First Telecom Company to offer unlimited services to subscribers.

**PROJECT ADMIN STAFF (TESTING AND INSTALLATION)**

**DUTIES:**

* Conducts stand-alone testing for different Core equipment.
* Assist Engineers during test activity of the different services.
* Ensures that the test conducted had passed the set standards of the company.
* Response to the job related duties and responsibilities for compliance of duty.
* Provides all pre and post implementation of testing for Sun Cellular products and services to ensure that all are working and responding properly.

**March 2010 – July 2010**

**SM City – Cinema**

SM City is one of the retail companies and has a large number of branches all over Philippines.

**CASHIER (SNACK BAR)**

**DUTIES:**

* Provide good customer service to the customers by delivering their orders presentably.
* Handling the cash sales generated throughout the shift.
* Cash should tally the sales invoice and cash on-hand.
* Perform inventory at the end of every shift for proper endorsement of products.

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**2009-2010**

**Summit World Inc. (Zest Air Airlines & Cebu Pacific Airlines)**

A registered whole seller of Airline tickets of Zest Airways and Cebu Pacific.

**TICKETING SALES AGENT**

**DUTIES:**

* Reservation and Releasing of passenger’s tickets.
* Attend to the passenger’s problem and concerns regarding their tickets and flights.
* Assist passengers with travel documents needed for their flights.
* Coordinate with the main offices of airlines for approval of document and flight related issues and concerns.

**2008-2009**

**Kundutel Hotel**

Provide quality room accommodations to guest in the night life district of the city. Give quality service and assistant to tourist guest who wish to tour around the city for sightseeing**.**

**FRONT DESK AND GUEST SERVICE OPERATOR**

**DUTIES:**

* Handles the reservation and check in of guest in the hotel.
* Provide guest with quality service for guest satisfaction during their stay.
* Responsible for the billing of the consumed products and services of the guest.
* Handles cash payment of the guest.
* Making reports of the sales all throughout the shift.
* Prepare itinerary upon request of the guest they want to visit around the city.
* Assist guest for confirmation of their flight schedules.

**EDUCATION AND TRAINING:**

**2004-2008**

**University of St. La Salle – Bacolod City**

**Degree of Bachelor of Science Hospitality Management**

**On-the-Job-Training:**

**Philippine Airlines**

**Grand Regal Hotel**

**Visa Status: Visit Visa (April 06, 2016)**

**Expected Salary: 3000-4000AED**

**Availability: Immediately**

Good Day!

I am writing to apply for Receptionist in your company. I enclose my CV for your reference.

I have an experience in ***Hospitality Industry, Airline, Food Service, Telecommunication and Auditing*, *Accounting and Special Services Firm as an Executive Assistant***. With these experiences I have gained varied skills and ability to work and handle with different types of people. I believe that I could fit easily into your company.

I' m very keen to details, I' m also flexible, willing to learn and adopt new skills. I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.