Visa Status: Visit Visa

Nationality: Filipino

Age:26 years old

***CAREER OBJECTIVE***

 To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people. To show my competencies to an institution that can render opportunity for career advancement and a responsible position that will utilize my experience and skills and provide quality service for the good of the company.

***PERSONAL PORTRAIT:***

Hard working, responsible, trust worthy, reliable, and full of determination. Accept all kinds of incentives decision taken by the company. Ready to extend job in any circumstances.

***WORK HISTORY:***

***EMPLOYMENT BACKGROUND***

**Designation** : **Reservation and Ticketing Officer**

Royal Dragon Tours and Travel

Manila

April 2013- January 2016

**Job Description**

* Examine passenger documentation to determine destination and to assign boarding passes
* Plan routes, itineraries, and accommodation details, and compute fares and fees, using schedules, rate books, and computers.
* Provide boarding or disembarking assistance to passengers needing special assistance.
* Make and confirm reservations for transportation and accommodations, using telephones, faxes, mail, and computers.
* Answer inquiries regarding information such as schedules, accommodations, procedures, and policies.
* Assemble and issue required documentation, such as tickets, travel insurance policies, and itineraries.
* Determine whether space is available on travel dates requested by customers, assigning requested spaces when available.
* Inform clients of essential travel information, such as travel times, transportation connections, and medical and visa requirements.
* Announce arrival and departure information, using public address systems.
* Maintain computerized inventories of available passenger space and provide information on space reserved or available.
* Promote particular destinations, tour packages, and other travel services
* Provide clients with assistance in preparing required travel documents and forms.
* Provide customers with travel suggestions and information sources, such as guides, directories, brochures, and maps.
* Contact customers or travel agents to advise them of travel conveyance changes or to confirm reservations.
* Check baggage and cargo and direct passengers to designated locations for loading.
* Prepare customer invoices and accept payment.

***SEMINAR AND TRAINING*: Abacus Basic Reservations Training –**

 **Attained a level of proficiency.**

 **April 23-26, 2013**

**Designation** : **Sale’s Representative**

 Acer Computer and Downloading Shop.

 Philippines

 September 2009 – February 2013

 **Job Description**

* Present and sell company products and services to current and potential clients
* Assisting customer and introduce new items
* Taking selected orders from customers
* Identify and resolve client concerns.
* Downloading customers selected songs, movies and applications
* Packing and repacking items
* Arranging displays and other items
* Inventory stock

**First Name of Application CV No:** **1668822**

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