**KRISMA**

**WORK EXPERIENCE**

* **Travel & Tours as In house Sales & Reservation Representative (March 2015-March 2016)**

Receptionist/ Counterstaff

Assisting walk-in clients and direct passengers.

Reports using MS Office (Word, Excel, Presentation, Outlook)

Hotel & Restaurant bookings.

Airline bookings using Abacus System or web bookings.

Telemarketing to partner travel agencies and to our direct passenger.

Basic Office skills (Answering phone calls, handling emails & encoding files)

Cashier

**PRACTICAL EXPOSURE**

* **HR Assistant (Travel Industry Phase) in Magsaysay Maritime Corp. (June 2014- Feb. 2015)**

Receptionist

Assisting crews for their request.

Updating and encoding documents of the crews in Magsaysay’s system.

Registration officer during recruitment caravan.

Assisting HR officer in sorting resumes of the applicants.

* **OJT 1 (Travel Agency Phase) in Sky Horizon Tours and Events (Nov. 2012-Feb. 2013)**

Basic Office Skills (Phone calls, encoding files and etc.)

Customizing domestic tour packages

Being an assistant tour guide if they have group tours

Updating contracted rates from the hotels all over the Philippines

**SKILLS**

Communication Skills

Interpersonal Skills

Computer Literate (Word, Excel, Powerpoint, Outlook)

Basic Abacus Training

Basic Amadeus Training with GDS

Knowledge in Geography

Basic Opera System

**PERSONAL BACKGROUND**

Age: 21

Sex: Female

Height: 160cm

Weight: 50kg

Civil Status: Single

Birthday: December 25, 1994

Nationality: Filipino

Languages: English (Fluent), Filipino (Native)

**EDUCATIONAL BACKGROUND**

**College:**

Bachelor of Science in Tourism

University of San Jose- Recoletos

Cebu City

2011-2015

**Secondary:**

Santo Niño Institute

Bohol

2007-2010

**ACHIEVEMENTS**

**Honor Student in Elementary and High school**

**Cum Laude in College**

**Job Seeker First Name / CV No: 1718760**

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