**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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