**Ian Ray Cezar A. Villarta**

**Administrative/Customer Service**

**Passenger Services Agent**

Saudi Ground Services - - 2014-09 - 2014-11

* Aided SGS to handle 3,900 Hajj Flights in the two phases of Hajj Operation in 2014.
* Tasked to perform various passenger handling services operations such as traffic control and check-in duties.
* Familiar in various airline reservation systems such as Altea, Sabre and Galileo.

**Assistant Bookmaker**

Yew Tree Services Inc - 2014-02 - 2014-07

* Manages risk - monitors prices and controls liabilities.
* Identifies, monitors, and analyzes player betting patterns and trends.
* Understands the rules of assigned sporting competitions and all bet types offered

**Administrative Officer**

The Redwoods Condominium Corporation - 2012-03 - 2014-02

* Receives, handles and resolves customer complaints efficiently to ensure their satisfaction;
* Manages the overall administrative duties of the Property Management Office
* Ensure the strict and regular monitoring of the performance of contractors and service providers delivering services for, but not limited to, housekeeping, landscaping, security and all other personnel.
* Liaising with government entities for permits and licenses updates and renewal.
* Facilitates community development activities.
* Act as reliever in the absence of the Property Manager or as required.

EDUCATION

**Bachelor of Science in Tourism**

University of Santo Tomas - Manila 2008-06 - 2012-03

SKILLS

Microsoft Office, Management, Internet Savvy, Travel Arrangements, Office Administration, Community Development, Property Administration, Guest and Tenant Relations

AWARDS

**Cum Laude (BS Tourism)**

Graduated within the top 5% of the graduating population.

**Job Seeker First Name / CV No: 1818426**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

