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| Objective |

I am seeking a position in the travel industry focusing on sales, customer care and office management.

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| Summary Qualification |

* Excellent in Customer Service
* Can work without Supervision
* Can do multi-tasking
* Can work under pressure
* Computer Literate
* Can do office works
* Decision making, critical thinking
* Self-motivated, initiative, maintains a high level of energy
* Established good working relationships with customers/clients.

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| Educational Attainment |

**Bachelor of Science in Information Technology**

School Year June 2009-2013

Ramon Magsaysay Memorial Colleges

Philippines

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| Work Experience |

**Customer Service Agent**

**Under Agencies**:

 *Probe Clean General Service (Dec. 28, 2013-Nov.30, 2015)*

 *(Dec. 01, 2015 Aug. 25, 2016*)

* Reserve and issued ticket
* Dealing with passenger enquiries about flights departure and arrivals
* Checking passenger in giving seat numbers
* Providing boarding passes and luggage labels
* Telling passengers about luggage restrictions
* Reserved and Issued tickets
* Weighing Baggage and collecting any exceed weight charges
* Telling passengers about luggage restrictions
* Taking care of people with special needs, and unaccompanied children
* Calming and reassuring nervous passenger

**Cashier**

**Watsons Family Health and Beauty Corporation**

SM Supermalls, General Santos Branch

May 2013-November 2013

Philippines

* Handle cash transaction with customer
* Scan goods and collect payments
* Issue receipts, refunds or changed item
* Redeem stamps or coupons
* Make sales referrals, cross sell product and introduce new ones
* Resolve customer complains, guide them and provide relevant information
* Greet customer when entering or leaving establishment
* Maintain and clean tidy checkout areas
* Keep report transaction
* Bag, box or wrap packages
* Pleasantly deal with customer to ensure satisfaction

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| Personal Details |

**Date of Birth**: December 12, 1992

**Place of Birth**: Philippines

**Nationality:** Filipino

**Marital Status:** Single

**Age:** 23 Years Old

**Visa Status:** Tourist Visa

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| **Joan Marie Sabale – 1850802**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |