****

**CV No 1943766**

**Maricris Custodio**

**Personal Background**

Age : 34 years old

Birthday : July 16, 1982

Gender : Female

Nationality : Filipina

Country : Philippines

Civil Status : Married

Weight : 49 lbs.

Height : 5 feet 3 inches

**Educational Background:**

**College:**

**1999**  Bachelor of Science in Hotel and Restaurant Management

Our Lady of Fatima University/

**2003** DeLa Salle University

(Graduate)

**High School:**

**1994 - 1999** Montessori School

(Graduate) Fairview, Quezon City

**Elementary:**

**1989 – 1992** Montessori School

**1992 – 1995**  Fairview, Quezon City

(Graduate)

**Work Experiences:**

**August 2014 till Present**

Doha Qatar

**Admin Executive – Duties & Responsibilities**

* Read and analyze incoming memos, prepare invoices, submissions, and reports in order to determine their significance and plan distribution.
* Open, sort, and distribute incoming correspondence, including faxes and email.
* Filling and retrieval of corporate documents, records and reports.
* Response to various correspondence containing routine inquiries.
* Perform general office duties such as ordering supplies and stationery, record management in their systems and book keeping.
* Coordination and agenda’s, committee, board and other relative meetings.
* Conduct research, compile data, and prepare papers for consideration and presentation by executives and committees and boards of directors.
* Compile, transcribe and distribute minutes of meetings.
* Make Travel and ticketing arrangement and bookings.
* Answers phone calls and direct to appropriate parties and taking messages.
* Doing Shop Performance Reports thru Excel, Word & PowerPoint
* Sending emails to designated person and departments especially to the BM
* Handling Shipment and Doing Import/Export
* Doing Staff Scheduling
* Doing follow ups to the Inventory team by updating DCVO
* Monitoring Individual Targets
* Monitoring KPI’s
* Monitoring Shop Forecast
* Monitoring Stock Level in/Out

**December 29, 2013 to Present**

**Anchor Marine L.L.C**

DP World Port Rashid, Dubai, United Arab Emirates

**Administrative Supervisor – Duties & Responsibilities**

* Read and analyze incoming memos, prepare invoices, submissions, and reports in order to determine their significance and plan distribution.
* Open, sort, and distribute incoming correspondence, including faxes and email.
* Filling and retrieval of corporate documents, records and reports.
* Response to various correspondence containing routine inquiries.
* Perform general office duties such as ordering supplies and stationery, record management in their systems and book keeping.
* Coordination and agenda’s, committee, board and other relative meetings.
* Conduct research, compile data, and prepare papers for consideration and presentation by executives and committees and boards of directors.
* Compile, transcribe and distribute minutes of meetings.
* Make Travel and ticketing arrangement and bookings.
* Answers phone calls and direct to appropriate parties and taking messages.

**March 13 to November 20, 2013- Company Closed**

**Mind Smart Marketing & Medical Research L.L.C**

Al Ain, Abu Dhabi, United Arab Emirates

**Marketing Executive – Duties & Responsibilities**

* Communicating with target audiences and managing customer relationships.
* Sourcing advertising opportunities and placing adverts in the press - local, regional, national and specialist publications - or on the radio, depending on the organisation and the campaign.
* Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters etc.
* Maintaining and updating customer databases.
* Organising and attending events such as conferences, seminars, receptions and exhibitions, CME hours, writing and proofreading copy.
* Conducting market research, for example using customer questionnaires and focus groups.
* Contributing to, and developing, marketing plans and strategies.

**December 1, 2010 – February 2013 /Finished Contract**

**BAWADI MALL/ AYLA HOTEL – Nael & Bin Harmal Investment Company L.L.C**

Al Ain, Abu Dhabi, United Arab Emirates

**Reservation Assistant cum Customer Service / Secretary**

**- Duties & Responsibilities**

* Front Office Standard of Performances.
* Handling Check- in Check- out using Prologic System.
* Handling, Filling & follow up LPO’s to the company thru city ledger
* Taking Reservation & Amending Reservation thru company booking
* Handling Customer Complaints.
* Handling Company Billing Instruction.
* Doing Reports thru Microsoft Outlook, MS Word & Excel, Power Point Data System.
* Filling Correspondence & Sales and Lead Forms.
* Doing Marketing Reports & Exhibits.

**July 5, 2007 to March 25, 2010**

**HOLIDAY INN HOTEL & RESORTS**

**Banquet Sales Coordinator & Guest Relation Staff - Duties & Responsibilities**

* Handling Inquiries & Release program Procedure
* Handling different Events, Programs & Occasions
* Handling & Doing Billing Instructions
* Banqueting Services & Methods of Elements

**January 30, 2006 to May 11, 2007**

**SPARK MARKETING RESEARCH INC.**

**Senior Telesales Representative – Call Center Industry Duties & Responsibilities**

* Handling International Outbound Calls
* Doing Sales & Marketing for International Services
* Upgrading & Up selling

**January 14 to September 28, 2005**

**AMBERGRIS SOLUTIONS PHIL.INC. / TELUS**

Discovery Suites Building

Ortigas, Pasig City

**Inbound Customer Interaction Associates – Call Center Duties & Responsibilities**

* Handling International Inbound Calls.
* Giving Instructions & Technical Support.
* Handling Analytical Knowledge & Repairing Products.

**March 15 to December 31, 2004**

**Barbara’s Food & Catering Services Inc.**

Intramuros Manila

**Banquet Sales Coordinator – Duties & Responsibilities**

* Handling Inquiries & Release Program Procedure.
* Handling Different Events, Programs & Occasions.
* Handling & Doing Billing Instruction.
* Banqueting Services & Methods of Elements.

**Training and Seminar Attended:**

**March 1, 2011**

Certificate of Recognition for being a member of the Pre- Opening Team of Ayla Hotel

**March 2011**

Has Participated in First Aid and Community Safety Course – United Arab Emirates Red Crescent (UAE – RC)

**April 25, 2011**

Certificate of Attendance for Enhancing the Guest Experience Program Culture and Heritage Workshop – Awarded by Abu Dhabi Vocational Education and Training Institute, Abu Dhabi Tourism Authority

**Maricris Custodio – Dela Pena**

|  |
| --- |
| **Maricris Custodio – Dela Pena – CV No 1943766**  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 [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |