

**ROOHEEDA-WILA A. ISKANDAL – CV No. 1989348**

**CAREER OBJECTIVE**

To enhance my skills in the best possible way for achieving the company’s goals.Thus, I can acquire new knowledge and sharpen my skills and put my efforts for achieving the company’s goals and individual goals.

**QUALIFICATIONS**

* Energetic personality and positive attitude
* Open to new ideas
* Can easily adapt changes in the environment
* Multicultural sensitivity and awareness
* Responsible contributor committed to excellence and success
* Loyal employee
* Fluent in English and Tagalog (speaking and writing)
* Good communication skills
* Passionate, flexible and hardworking
* Computer literate (MS Word, MS Powerpoint)

**EDUCATIONAL BACKGROUND**

 Tertiary Bachelor of Science in Tourism

 Pilar College, Zamboanga City, Incorporated

 R.T. Lim Boulevard, Zamboanga City

 S. Y. 2015

**TRAININGS ATTENDED**

Crown Regency Hotel and Towers

Tower 1, Fuente Towers, OsmenaBlvd.
Sta. Cruz, Cebu City 6000Philippines

* **Sky Experience Adventure Department(receptionist)**
* **Concierge**
* **Reservation Department**
* Duties and Responsibilities
I am responsible for managing the telephone lines in the office and for receiving /welcoming guests and visitors to the office.

- Responsible for answering the calls and transfer to concern department and greet clients and visitors in an appropriate manner
- performs clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
- purchasing of raw materials
- assisting the guest
- follow up and confirming the reservation of the guest

**PERSONAL INFORMATION**

 **Miss Tourism Tawi-Tawi 2016**

 Date of Birth September 23, 1995

 Age 21 years old

 Place of Birth Bongao, Tawi-Tawi, Philippines

 Gender Female

 Civil Status Single

Height 5’2

Weight 45 kg

Citizenship Filipino

Religion Islam

Visa Status Visit Visa

ROOHEEDA-WILA A. ISKANDAL

 Applicant

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| **ROOHEEDA-WILA A. ISKANDAL – CV No. 1989348**Whatsapp +971504753686To 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.  |