

Juan

**Unit 5S Escalades South Metro Condominium, Sucat, Muntinlupa City**

**Email Address:** Juan.331767@2freemail.com

**JOB OBJECTIVE**

**To be able to find a workplace where I could practice my knowledge and skills to the fullest and at the same time continue to learn so that I could be more efficient in my chosen career.**

**PERSONAL INFORMATION**

**Birthday: August 18, 1986 Age: 30**

**Religion: Christian Weight: 195lbs**

**Height: 5’10 Civil Status: Married**

**EDUCATIONAL BACKGROUND**

**Tertiary: Bachelor of Science in Tourism (2005-2009)**

**La Consolacion College GraduateBacolod City, Negros Occidental**

**SKILLS AND KNOWLEDGE**

**Proficiency in both oral and written communication**

**Computer Literate**

**Organized and Highly adaptable to fast-paced environment**

**Honest, Hardworking, Resourceful and can handle pressure**

**Able to Drive with valid Driver’s license**

**WORK EXPERIENCE**

**Philippine Airport Ground Support and Solutions**

**(Cathay Pacific Airways Ltd.) – NAIA International Airport 4th level, Pasay City**

**(July 2009-2012)**

**Position: Supervisor/Flight Controller/Passenger Service Agent**

**Job Description:**

Supervising junior staffs, making sure that manpower requirement is at full complement during operations. Attending to inquiries of staffs regarding system related problems, travel documents, visa etc.

Making sure that the flight is well edited.

Briefing the staffs of the flight status, booking load, passenger profiles and requests

Allocating seats to passengers that has seat request, reserving, blocking and releasing seats.

Making sure that every passenger’s request are all met, like special meal requests

Handling of VIP’s, wheelchair passengers, unaccompanied minors, including passengers that needs special handling and assistance

Sending messages through telex, fax, e-mail, if necessary to the corresponding ports.

Managing the booking load against the aircraft configuration, especially when the flight is overbooked.

**InterContinental Hotels Group**

**27-29th floor RCBC Plaza, Ayala Avenue Cor. Gil Puyat, Makati City**

**(March 2013-2015)**

**Position: Reservation Sales Specialist**

**I hereby certify that all information above is true and correct to the best of my knowledge and belief.**

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