

**JING JING**

 CURRICULUM VITAE

Email : jingjing.332078@2freemail.com

Visa Status : Tourist Visa

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| **Objective:** |  To be able to work independently or in team effort where my skills can be appropriately applied towards the fulfillment of my responsibilities, on the other hand, enjoy challenging task and seeing accomplishment. |
| **Qualifications:** | * Highly academic, personally motivated, attentive to details, with the ability to swiftly learn and apply new skills
* Methodical, efficient, quality oriented, interpersonal and comprehensible communication skills
* Equally valuable working independently or with pool resources in a team effort
* Able to multi task during work hours and can work well even under pressure
* Computer and Technical Skills

 Internet and Web Typing MS Word, MS Excel, Powerpoint* Knowledge in Galileo System
* Basic knowledge in Sabre System
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| **Educational Attainment:** | *Graduated with the degree of::***Bachelor of Secondary Education****Major in English****Isabela State University**Echague,Isabela / Phillipines2004-2005*Secondary Level:***Salinungan National High School**San Mateo, Isabela / Philippines2000-2001 |
| **Working Experiences:** | **ADMINISTRATIVE CLERK / TICKETING AGENT****World Eye Travel**Abu Dhabi, UAEJuly 2007 – March 2016 Job Descriptions:* Responsible for accepting and dealing with phone calls from passengers
* Operates a multi-button telephone system receiving incoming calls, takes messages and or refers caller to appropriate sources
* Places and completes calls as requested.
* Attend to the systematic filing of all records according to the accepted filing system.
* Prepares and maintains records, logs, and filing systems

 pertaining to area(s) of responsibility.* Checks, verifies, and files a variety of materials including papers, invoices, forms and documents into appropriate file systems.
* Compiles, proofs, assembles and organizes a variety of data/information as related to assigned functions.
* Operates standard office equipment including a computer, calculator, fax machine, copier, printer, and other related peripheral equipment.
* Assist walk in costumers about their queries.
* Issue & Reissue tickets.
* Assist customers in UAE tourist visa application.

**Secretary*****MR Junkshop***September 2005-June 2006Job Descriptions:* Perform monthly inventories to ensure non-loss of profit
* Deal with telephone inquiries
* File and manage confidential data
* Handle day to day correspondence (both incoming and outgoing)
* Responsible in proper filing of in/out letters, e-mails
* Sending faxes, distribution of mails
* Updating of time sheets
* Preparing monthly salaries of the staffs
* Perform other functions that may be assigned from time to time
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| **TRAININGS AND SEMINARS ATTENDED** | * ***GALILEO TRAINING ON REISSUE & REFUND***

 Travelport by Galileo Abu Dhabi, UAE August 26 – 28, 2013* ***GALILEO BASIC FARE TRAINING***

 Travelport by Galileo Abu Dhabi, UAE February 19 – 21, 2013* ***CUSTOMER SERVICE TRAINING***

Gulf Travel Training CenterAbu Dhabi, United Arab EmiratesNovember 19 – 20, 2007* ***SEMINAR ON HUMAN VALUES DEVELOPMENT***

De Venecia Hall, Isabela State UniversityEchague, Isabela/PhilippinesMarch 13- 15, 2005* ***OUT CAMPUS PRACTICE TEACHING***

School of Saint Joseph the WorkerEchague,Isabela/PhilippinesNovember 2004-February 2005* ***OUT CAMPUS PRACTICE TEACHING***

San Isidro National High SchoolSan Isisdro,ISabela/PhilippinesJuly 13 – 15, 2003* Student Pre-Employment Training

***Special Program for Pre-Employment Students (SPES****)*Municipality of San MateoSan Mateo,Isabela/PhilippinesApril 2002 – May 2002 |
| **Personal****Information:** | Birth Date: April 5, 1984Nationality: FilipinoMarital Status: MarriedReligion: Roman CatholicLanguage: English and FilipinoVisa Status: Tourist Visa |

I declare that the above information is true and correct to the best of my knowledge.

**JING JING**