**Rebecca P Ramirez**

Flat 701 Al Safa Building Burdubai Bank Street

Email : behca29@yahoo.com

Contact # : +971502470716 / 0561437379

**To: Human Resource Executive**

Please find here forwarded copy of my curriculum vitae for your persual. I am very much interested to apply for any available position that you might have and suitable for my qualifications as well as my experience.

I believed that my strong capabilities as well as my vast knowledge of Administration, Customer Service and Travel/Tourism support will make me a very competitive candidate. I am very hardworking, workaholic, patient and can easily mingle with other people. Proficient in MS Office application with an excellent typing skills. Systematic and organized when it comes to administrative work.  I am hoping that you can consider my application for any vacancy that you might in your company.

Visa Status : Cancelled Visa
Availability : IMMEDIATELY

ALL the best!

Thanks & Best Regards,
Rebecca P. Ramirez

**Rebecca P. Ramirez – CV No. 1996944**

**Career Objective**

Applying to be a part of a world-class growth oriented organization & contributing effectively to its development by delivering value added work.

Seeking a challenging role in the service industry to enhance and utilize my skills, knowledge and experience.

**Personal Data**

**Nickname** : Beca

**Date of Birth** :January 29, 1989

**Age** : 27 yrs.

**Religion** : Roman Catholic

**Height** : 5’4”

**Weight** : 105lbs

**Father’s Name** : Cesar R.Ramirez

**Mother’sName** : Rosemarie P. Ramirez

**Nationality** :Filipino

**Technical Skills**

* GDS Knowledge (Amadeus)
* Online Portals
* Software Knowledge – Microsoft Office (Proficient)

**Soft Skills**

* Good listener & communicator
* Hardworking and receptive to feedback
* Flexible team player who can effectively prioritize and multi task
* Fast Learner
* Willingness to learn new skills
* Behavioral traits and time management.

**Education Attainment**

**Tertiary:**

Lyceum of the Philippines

University Batangas

Bachelor of Science in Business and Computer Management

2005-2010

**Secondary:**

University of Batangas

Hilltop Batangas City, Philippines

2001-2005

**Primary:**

University of Batangas

M.H delPilar St. Batangas City, Philippines

1996-2001

**Key Experience**

**Reservation Administrator**

**Executive Assistant of Director of Sales**

**December 08, 2014 – December 31, 2016**

**IBN Battuta Gate Offices Building**

**Key Responsibilities:**

* Providing hotel quotation and packages to corporate clients.
* Arranging hotel reservation and confirmation of the booking.
* Coordinate with hotel supplier for every inconsistent information received.
* Type report, correspondence and other related documents.
* Identifies discrepancies and efficiently resolve incorrect entries.
* Devising and maintaining office systems, including data management and filing.
* Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.
* Organizing and maintaining diaries and making appointments.

**Travel Coordinator**

**April 15, 2014 – Oct 20, 2014**

**EMAS Singapore Ltd.**

**Key Responsibilities:**

* Arranging visa, travel tickets and accommodations for all employees and business partners.
* Receiving phone calls or emails regarding travel information.
* Finalizing report and documentation.

**Travel Consultant**

**February 05, 2012 – March 01, 2014**

**Regency Travel & Tours**

**Suhaim Bin Hamad Street Doha, Qatar**

**Key Responsibilities:**

* Providing consultation to the clients with respect to the inquiries on travel-related information.
* Arranging for the booking of travel tickets and accommodations for its clients.
* Receiving phone calls or emails regarding travel information.
* Handling both walk-in and corporate clients.

**June 23, 2010 – July 24, 2011**

**Ticketing and Customer Service Asssitant**

**Madison Shopping Plaza Inc.**

**(SM City Batangas)**

**Key Responsibilities:**

* To accurately collect and record customer information, and where necessary, complete timely referrals to either internal or external service points using agreed means of information transmission
* To process customers inquiries regarding their bills and etc.
* To provide advice and assistance to customers in the most appropriate format to meet their needs, demonstrating due attention to customer care and a professional approach at all times.

**Administrative Support Assistant**

**October 30, 2009 – January 11, 2010**

**Philippine National Bank**

**SOL A RCLC**

**Loans Division**

**P Burgos St. C. Tirona St.Batangas City**

**Key Responsibilities:**

* Assisting customers regarding their loan transactions, depositing money to their accounts.
* Encoding and documenting files
* Filling of documents.

**Administrative Aide (Data Encoder / Checker/ Payroll Assistant)**

**March 05, 2006 – May 25, 2009**

**RLB Foods Inc.**

**TinggaLabacBatangas City**

**Key Responsibilities:**

* Encoding and documenting files.
* Checking the incoming and outgoing products.
* Processing payroll of every staff.
* Preparing summary of daily weekly and monthly sales.

**Achievements**

**Hotel Sales Specialist**

Travel Agent Training Program

Held at Regency Travel & Tours

On 02nd day of March 2012

(JW Marriott & Hotel Excellence)

**Characters References**

*Available upon request*

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

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**Rebecca P. Ramirez**

**(Applicant)**

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| **Rebecca P. Ramirez – CV No. 1996944**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.comWe 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |