

**CHARIZA**

**CHARIZA.333715@2freemail.com**

 **Filipino Roman Catholic. 21 years old**

 **Single Female. 5'3" in height**

**JOB OBJECTIVE:**

 To explore and develop all my potentials by exercising my skills and to be trained by experienced professionals in order to add some improvements in the organization with an inspiring performance.

**WORK EXPERIENCE:**

**HR STAFF - July 2015 – March 2016**

***FAMSI – assigned at Prima TechPhils., Inc***

***Functions:***

* Process Hotel Reservations through email and telephone call.
* Answering phone calls, and provide information to callers.
* Develop and maintain a filing system.
* Meeting and greeting clients and guests.
* Perform researching duties assigned.
* Produce and distribute correspondence memos and letters and forms.
* Prepare and Process Tourist Visa Extension and Special Work Permit for Expatriates.
* Prepare and process 47 (a) (2) visa for Expatriates.
* Prepare and process Alien Employment Permit.
* Serves as a window person in the collection and submission of Government Agency application forms for (ssspag-ibig, philhealth,& benefit claims).
* Prepares Cash Disbursement Vouchers ( CDV ) for payment processing .
* Prepares vouchers to request and to support company's operational requirements
* Getting quotations from different suppliers
* Assists in all administrative functions and special projects spearheaded by the department.
* Does other work related tasks as may be assigned by immediate superior

**SALESANDMARKETINGASSISTANT-April2015-June2015**

**TOYOTACamarinesSur,Philippines**

**Functions:**

* Sellingcarsandotherrelatedproductstoclients.
* Demonstratesautomobilesbyexplainingcharacteristics,capabilities,andfeatures.
* Marketingandpromotingvehicleadd-ons.
* Meetingclientsfacetofaceandholdingsalesdiscussionsaboutcars.
* Makingquotationsforcustomer
* Explainingcarfinanceoptionstocustomerinaclearandunderstandablemanner

**EDUCATIONAL BACKGROUND:**

 **COLLEGE:** **Bachelor of Science in Tourism**

 Major: **Development Tourism Management**

 **ATENEO DE NAGA UNIVERSITY**

 (March 28, 2015)

**PRACTICUM:**

 **Rating: 94%**

 **March 25 to May 10, 2014**

 **VILLA CACERES HOTEL**

 **Magsaysay Avenue, Naga City 4400, Philippines**

 **Telephone Number:**

1. Worked as House Keeping Staff, assigned at the Rooms Division, Public Area, and Linen & Laundry.

**ELIGIBILITY:**

  **Front Office Services (National Certificate II)**

 **Certificate No.**

 **Technical Education Skills Development**

 **Authority (TESDA)**

 **SPJ Technical Institute, Inc.**

 **3rd floor, Roco Bldg, 27 Balatas Road**

 **Naga City, C.S, Philippines**

**-Receiveandprocessreservations.**

**-Operatecomputerizedreservationssystem.**

**-ProvideaccommodationReceptionServices**

**-Conductnightaudit**

**-Provideporterservices**

**-Provideclubreceptionservices**

**-PerfomcomputerOperations**

**-ProvideEffectiveCustomerService**

**TALENT AND SKILLS:**

* **Has good communication and interpersonal skills.**
* **Fluent in speaking English and Filipino Language**
* **Encoding and Computer Literate**
* **Answering telephone calls**

**PERSONAL QUALITIES/ PROFESSIONAL ATTRIBUTES:**

* **Flexible, Committed, Highly Sociable, Courteous, Helpful**
* **Practice career Professionalism, Religious, Friendly, Reliable**
* **Has a sense of ownership**

**ATENEO DE NAGA UNIVERSITY**

*I, the undersigned, certify that, to the best of my knowledge and belief, this curriculum vitae, describes myself, my qualifications, and experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, if employed.*