

**AIZA**

**AIZA.366176@2freemail.com**

**SUMMARY OF QUALIFICATIONS**

* Outstanding customer service, communication and interpersonal skills.
* Knowledgeable in Records and Information Management
* Highly adept at assisting co-workers and customers utilizing best practices.
* Capable of quickly understanding how systems are used in order to provide efficient support.
* Proficient in Microsoft Word, Excel, PowerPoint

**PROFESSIONAL BACKGROUND**

* CUSTOMS BROKER ASSISTANT

Fundimera Brokerage

Caloocan City, Philippines

2007 – 2008

***Duties and Responsibilities***

* Answers phone calls and emails, takes messages and answers inquiries
* Schedules appointments, maintains calendar, allocates supervisor’s time
* Creates memos and other letters needed
* Maintains files and financial records
* Orders, distributes, and keeps an inventory of supplies
* Performs other duties assigned.
* AVIATION SECURITY

Philippine Aviation Security Services Corporation (PASSCOR)

Ninoy Aquino International Airport (NAIA)

Pasay City, Philippines

2008 – 2011

Advance Forces Security and Investigation Services Incorporation (AFSISI)

Ninoy Aquino International Airport (NAIA)

Pasay City, Philippines

2015 – 2016

***Duties and Responsibilities***

* Records all incidents happen in the area of responsibility
* Conducting Access Control to all airport workers
* Check passengers ticket
* Conduct searches on passengers and their baggage’s using Metal detectors and x-ray devices
* Provides excellent customer service to passengers and all airport users
* PROPERTY SPECIALIST

SM Development Corporation

Pasay City, Philippines

2012 – 2014

***Duties and Responsibilities***

* Search for a prospective client
* study property listings
* interview prospective clients
* accompany clients to property site
* discuss conditions of sale

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Customs Administration

Mariners Polytechnic Colleges Foundation

Legazpi City, Phillipines

2007

Graduate

**PERSONAL INFORMATION**

 Age : 30

 Date of Birth : October 17, 1986

 Place of Birth : Quezon City, Philippines

 Gender : Female

 Nationality : Filipino

 Height : 5’4”

 Weight : 52 kilograms

 Civil Status : Married