**CHARIZ**

**CHARIZ.366337@2freemail.com**

**Career Objectives:**

To get a challenging career where I can utilize my skills and experience and give a satisfactory service to the customer. And to increase my knowledge, experience, aptitudes and capacities within a company, in order to grow as a better person.

**Skills & Qualifications:**

* Good communications skills.
* Customer focus.
* Interpersonal skills.
* Knowledgeable in computer usage (Microsoft Excel, Microsoft Word, Microsoft PowerPoint).
* Keeping itself calm in the situation of conflict.

**Work Experience:**

**Luzan Express Cargo, Dubai, U.A.E**

October 2015 – up to present

**Customer Service Sales Representative**

* Welcomes customers by greeting them, in person or on the telephone; answering or referring inquiries.
* Organizing and storing paperwork, documents and computer-based information.
* Resolve customer’s complaint & follow up.
* Act as the branch gatekeeper.
* Managing customer’s pick-up and delivery schedule.

**On the Job Trainings:**

**Aeroline travel and Tours**

Los Baños, Laguna

November - February 2013

**Miascor Ground Handling Corporation**

Parañaque City

 January – March 2015

**Educational Attainment:**

 ***TERTIARY:* Bachelor of Science in Tourism**

 Laguna State Polytechnic University

 Brgy. Del Remedio, San Pablo City, Laguna

 2011-2015

* **Domestic Tourism Through sustainable Development**

August 11, 2011

* **Domestic Tourism & Bar and Hotel Management**

February 25, 2011

* **Basic PMS Training & Basis Tour Guiding**

September 22-23 2012

* **Abacus Training at Le Voyageur International Travel**

August 14, 2013

* **Opportunities. Network. Empowerment Tourism: The Gateway to ASEAN Integration 2015**

Septembet 2, 2014

* **Research and Product Development in Hospitality and Tourism Industry**

March 5, 2014

 ***SECONDARY:* CANOSSA COLLEGE**

2006-2011

**Personal Information:**

Age : 21

Sex : Female

Birthday : September 02, 1995

Height : 5’3”

Weight : 55kls

Nationality : Filipino

Religion : Catholic

Civil Status : Single

Visa Status : Employment Visa until Dec. 2017

*I hereby certify that the above information is true and correct based on my knowledge and belief.*