

**RUBY**

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**CAREER OBJECTIVE :**

To handle challenging work that could promote and enhance my capabilities on personal growth and to excel in a company where I can use my knowledge and talents in a very productive way.

**Work Experiences :**

Company : **AL REMEITHI TRAVEL , TOURS & CARGO**

Location : **AJMAN , UAE**

Posistion **: TRAVEL TICKETS CLERK**

**: ( GROUP RESERVATIONS / Office Admin . )**

Inclusive Dates : **September ,2015 to present**

**As Group Reservations / Office Admin :**

* Providing all reservation of every group ( arrival of groups ).
* Booked the Excursions ( **LOST CHAMBERS EXPERIENCE , BURJ AL ARAB , SHIEKH ZAYED MOSQUE ,HILI PARK AL – AIN , RAS AL KHOR SANCTUARY , & MIRACLE GARDEN if it is SEASONAL ).**
* Informing details of program for the Tour Guide and Tour Leader.
* Provide Administrative services.
* Perform other related duties services for the Managing Director.
* Receiving / sending emails , prepare the daily tours.
* Answering incoming and outgoing calls ,and handle caller`s inquiries whenever possible.
* Performed task assigned.

Company **: OFFICE COSMETICS COMPANY LLC**

Location **: Al KHAWANEEJ , DUBAI UAE**

Position **: OFFICER IN CHARGE**

Inclusive Dates : 2013 to – 2015

**As an OFFICER STORE IN CHARGE :**

• Extensive experience with all aspects of store management

• Proficient in the use of stock tracking and logistics applications

• Strong understanding of storage and inventory management techniques

• Excellent ability to anticipate needs

• Ability to work varying schedules

• Impressive oral and written communications skills

Highest Educational Qualification **: AUTHENTICATED HIGH SCHOOL DIPLOMA**

Name of School **: CAWAG RESSETLEMENT HIGH SCHOOL ANNEX**

Location **: CAWAG SUBIC , ZAMBALES**

Inclusive Dates **: Year 2001 to 2005**

**Skills , Abilities and Strenghts**

* Proficient in Microsoft Office Applications ( Word of Excel , Power Point, Outlook )
* Strong organizational, analytical and problem solving skills .
* Excellent communication skills , capable of multi – tasking.
* Highly organized , self disciplined responsilble, reliable , efficient , and can work under pressure.
* Hard working and can go beyond what is expected.
* Time management , dependable , energetic.
* Ready to enhance the skills and explore .

I hereby certify that all information is true and correct and that I have no withheld any factor circumstances that would affect my application favorably.