**MA. INDITA**

[Indita.368492@2freemail.com](mailto:Indita.368492@2freemail.com)

Visa Status: Father’s Visa

**CAREER OBJECTIVE**

To work in an industry that offers challenging career opportunities where I can utilize my tourism degree. Willing to start with the very basic position and aiming to attain a high-level performance in tourism-related works.

**­­­­­­­­­­­­­­­­­**­­­­­­­**SKILLS**

Has a communication skill both in oral and written languages (English and Filipino)

Knows how to use Microsoft Office (e.g. Word, Excel, and Power Point)

Can organize small events

Knowledgeable in Lodgit and Cloudbeds systems.

Can work under pressure

Knows how to deal with different kinds of people professionally.

­­­­­­­­**WORK EXPERIENCE**

**July 2016-March 2017 Hotel Durban**

**Makati City,Philippines**

**Front Office Agent/Reservationist**

Represents the first point of contact with guests and handles all stages of a guest's stay. Register guests in and out of their rooms, while accommodating any special requests. Knows the location and types of available rooms and services of the property. Works closely with the housekeeping department in keeping room status reports up to date and coordinates requests for maintenance and repair work. Fulfil reservation requests by determining the rooms available to meet the guest's desires. To verify guest information and payment options, assign rooms and respond to guests with confirmation emails. Also greet and register guests face-to-face, explain policies and hotel features, issue room keys and deal with guest service issues. To post charges and compute final bills. Accepts payments of guest and places guest and room information in the appropriate front desk racks and communicates this information to the appropriate hotel personnel. Answer guest’s inquiries related to their stay at the hotel.

February 2016-March 2016 **Hotel Centro**

**Puerto Princesa City, Palawan**

**Trainee at Housekeeping Department**

Cleaning rooms and bathrooms, fixing the beds, dusting wooden furniture and surfaces and replenish bathroom and mini bar supplies.

January 2016-February 2016 **Philippines Air Asia**

**Puerto Princesa International Airport**

**Trainee**

Check-in passengers, attending to the needs of the passengers and helping in the boarding process.

**­­­­­­­­­­­­­­­­­­­­TRAININGS AND SEMINARS ATTENDED**

September 25, 2015 **Sofitel Hotel Overview/ House rules, Front Office Overview and Housekeeping Seminar**

Sofitel Philippine Plaza

CCP Complex, Roxas Boulevard, Pasay City

July 27, 2015 **Personality Beyond Better Development**

Pre-Bar Room, Dalupan Building

University of the East-Manila

July 6, 2015 **Red Alert**

UE Conference Hall

University of the East-Manila

**ACHIEVEMENTS**

**EMPLOYEE OF THE MONTH**

Hotel Durban, Makati City, Philippines

January 2017

**CUM LAUDE at University of the East**

April 2016

**College Scholar at University of the East**

Second Semester of SY 2014-2015 and First Semester of SY 2015-2016

**College Scholar at University of the East**

First Semester and Second Semester of SY 2013-2014

**College Scholar at University of the East**

Second Semester of SY 2012-2013 and First semester of SY 2013-2014

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**EDUCATIONAL BACKGROUND**

**Tertiary University of the East-Manila**

**Bachelor of Science in Tourism Management**

2012-2016

**Secondary St. Paul College**

Pantubig, San Rafael, Bulacan

2008-2012

**Primary St. Mark College**

Tarcan, Baliuag, Bulacan

2000-2008

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Date of Birth : July 15, 1996

Place of Birth : Baliuag, Bulacan

Age : 20 years old

Citizenship : Filipino

Gender : Female

Civil Status : Single

Height : 5’2

Religion : Roman Catholic

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