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**Camella**

**Camella.369141@2freemail.com**

**OBJECTIVE:**

To be a part of a company that will offer opportunities, challenges, and stability wherein I can acquire knowledge and experiences for both personal and career growth while contributing in return to the financial growth and profit of the company. I am looking to be a part of a winning team that expects dedication, passion and long term commitment.

**SKILLS AND ABILITIES:**

* Communication skills(English,Tagalog,basic Arabic,basic Japanese, basic Chinese Mandarine,basic Italian)
* Computer literate
* Dedicated and loyal
* Enthusiastic, fast learner, flexible, has a high sense of responsibility, and willing to work under pressure.
* Strong Leadership
* Strong Work Ethic
* Contagious positive outlook and attitude
* Ability to rise to the top- given the opportunity and time

**WORK EXPERIENCE:**

**Travelite-fliteofphoenix Travel Agency**

**Travel Consultant**

**Feb 4 2017 up to present**

* Arrange travel for business and vacation customers
* Determine customer’s need and preferences, such as schedule and costs
* Plan and arrange tour packages, excursions and day trips
* Find fare and schedule information
* Calculate total travel costs
* Book reservation for travel,hotels,rental cars, and special events, such as tours and excursions.
* Tell clients about what their trip will be like, including giving details on required documents, such as passport or visas
* Give advice about local weather conditions, customs, and attractions
* Make alternative booking arrangements if changes arise before or during the trip

**T.G.IFridays**

**Receptionist/ Call Acenter Agent**

**Mushrif Mall Abu Dhabi**

**October 7, 2012 to February 2, 2017**

**Receiving calls and delivering to the concerned person in appropriate manner.**

* Talented with strong experience in office management.
* Excellent written& verbal communication & customer service skills.
* Ability to work under pressure
* Proficient in Microsoft Word, Microsoft Outlook Internet Browsers.
* Outstanding presentation, reporting, and time management skill.
* Experienced to work in a multi-cultural environment and able to handle pressure with minimum supervision, hardworking and very flexible to adapt from one role to another.
* Fast typist and can operate standard office equipment such as fax machine, telephone switchboards, scanner, copier, etc.
* Assisting all the clients in their needs and giving them a service of satisfaction
* Updating/Advertising details in social media

**O.I.C. (Officer In Charge)**

**Qoola Yogurt Inc. Greenbelt 2 Ayala, Makati City Phlippnes**

**March 2011- February 2012**

Responsible for maintaining the day-to-day operation of the branch while assisting other store crew members with their tasks and ensuring that they are performing their jobs well, expected to supervise the flow of service as well as overseas the entire operations of the branch. Everything from opening/closing, balancing, bank deposits and supply needs fell under my scope of responsibility.

* Ability to handle daily operational issues and solving problems that may arise. Training of new staff and junior staff towards higher levels of customer satisfaction -handle scheduling, stock ordering/ taking, staff benefits, staff welfare and cashiering skills.
* Ensure that regulations regarding health and safety, fire and food hygiene are observed
* To report any departmental maintenance issues and check work has been carried out.
* Work with other management personnel to plan marketing, advertising, and any special functions.

**Trinoma Landmark Department store (Quezon City Philippines)**

**Sales Clerk Ladies accessories Department-**

**October 6, 2009 to March 20,2010**

Assist the Clients, give them the items that they want, counting the stocks

**SM North Edsa Department Store (Manila Philippines)**

**Counter Checker -March 21, 2009 to August 10, 2009**

Checking the items of the customers, make sure that the customers purchase no damage, checking the credit cards of the customer, give a smile & farewell to the customers

**EDUCATIONAL Background:**

Sites Power Training Center

FI Abu Dhabi

Hr&Admin Basic

HR&Admin IntermediateSY 2017

Philippine Womens University

Bachelor of Science in Tourism

2005-2009