**Kimberly**

● Kimberly.369345@2freemail.com



**Objective:**

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization.



**Work Experience:**

**Kingspan Insulation LLC**

Dubai Investment Park 2, Dubai, United Arab Emirates

Receptionist / Secretary (November 2014 – March 2016)

► Receive, direct and relay telephone messages and fax messages.

► Answer all incoming calls and handle caller’s inquiries.

► Re-direct calls as appropriate and take adequate messages when required.

► Pick up and deliver all the mails, arrange and receives couriers / packages.

► Open and date stamp all general correspondence.

► Maintain the general filing system and file all correspondence and develop a current updates for all contact list.

► Make preparations for conference and committee meetings.

► Maintain and monitor an adequate inventory of office supplies and equipment.

► Provide all administrative and secretarial support.

**Visayas Airport Services Corporation (VASCOR)**

Airport Rd, Lapu-Lapu City, Cebu, Philippines

Customer Service Agent (May2012 – December2012 )

**Air Busan Ltd.**

Room-S-213-01, International Departure Level, Mactan, Lapu-Lapu City

Cebu, Philippines

Customer Service Agent (December 2012 – May 2013)

► Provide excellent assistance and related customer services at the ticket counter, gate and baggage areas.

► Performing meet and greets, check-in, aircraft boarding and deplaning, ticketing, baggage service, and public announcements.

► Handling upset, or angry passengers, handicapped, elderly, injured and small children traveling alone who need special assistance.



**Training :**

► International Passenger Handling Services (IPHS)

► Dangerous Goods and Health Safety Environment Training

► Departure Control System (DCS)

► Krischeck System for SilkAir



**Educational Background :**

► **College Cebu Aeronautical Technical School**

 Bachelor of Science in Airline Management SY 2012



**Personal Information:**

**Age:** 24

**Status:** Married

**Date of Birth:** August. 26, 1992.

**Nationality:** Filipino



**Reference:**

► Available upon request