

**Charmaine**

**Email Id:** charmaine.374633@2freemail.com

**CAREER OBJECTIVE:** To enhance my knowledge and capabilities by working in a dynamic organizationthat prides itself in giving substantial responsibility to new talent.

Profile:

* High-energy, positive team player with an excellent work ethic; flexible and dependable.
* Reputation for displaying professionalism and concern for customer comfort.
* Passion for working with people; proven commitment to providing superior service.
* Glad to travel, available with minimal notice, and known for thriving under high-pressure.
* Demonstrated capacity to work effectively with difficult personality types.
* Able to quickly learn and clearly communicate regulatory guidelines.

**CAREER HISTORY:**

**Al Nabooda Chulia Facilities Management Co. LLC – Dubai, United Arab Emirates (January 14, 2015 to November 4, 2017)**

**– Receptionist /executive secretary / Personal Asst.**

***Job Description:***

* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
* Answering screening and forwarding incoming calls.
* Receiving and sorting daily mail.
* Ensure reception area is tidy and presentable, with all necessary stationer y and material.
* Provides basic and accurate information in-person and via phone/mail.
* Maintain office security by following safety procedures and controlling access via the reception desk.
* Order front office supplies and keep inventory of stock.
* Update calendars and schedule meetings.
* Arrange travel and accommodations.
* Offering beverages to visitors as required.
* Preparing quotations to Clients.
* Coordinating with tenants with regards to their complaints.

**Education:**

**-Woodridge College** –High School (2006-2009)

**-De La Salle University, Dasmarinas Cavite** –Bachelors of Science in Tourism Management (2009-2013)

**Trainings:**

1. **SOLAS (Safety of Life at Sea) -** is an international maritime treaty which requires signatory flagstates to ensure that ships flagged by them comply with minimum safety standards in construction, equipment and operations.
2. **Personality Development –** This training is introduced for individuals to develop a positiveattitude in life. It help an individual inculcate positive qualities like punctuality, flexible attitude, willingness to learn, friendly nature, eagerness to help others and so on. It also helps to develop an impressive personality and makes you stand apart from the rest.
3. **International Tourism**
	* Special Problems of the foreign tourist.
	* Difference in the social make-up of the European, Asian, and Latin American Tourist.
	* Handling foreign currencies.
	* Issues of Language.
	* Issues of Culture.
	* Preparing ones community for the foreign visitor.
4. **Tourism Ethics –** A Major problem in tourism is that many parts of the industry are not seen ascredible in the eyes of its clients. This seminar distinguishes between what is legal and what is ethical. It concentrates on how we can increase our business by building of reputation in which we do the right thing rather than merely giving the legally necessary response.

**Personal Information:**

**Name:** Charmaine

**Birth Date:** September 15, 1992

**Age:** 24

**Religion:** Roman Catholic

**Marital Status:** Single

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.