 [**adicel.376755@2freemail.com**](mailto:adicelriego@yahoo.com)

****

**C/o 971506425478**

****

**Karama, Dubai, UAE**

**SUMMARY**

To obtain a position in any field where I can work in a challenging surroundings demanding all my skills and efforts to explore and become efficient, and realize my potential and add to the development of organization with inspiring performance. Has advanced knowledge of computer applications, ability to handle multiple tasks and work under pressure. Ability to work quickly and reliably with little supervision. Strong commitment, fast learner, well organize and willing to accept any responsibilities assigned.

**PERSONAL DATA**

Date of Birth: 21 October 1991

Nationality: Filipino

Civil Status: Single

Religion: Roman Catholic

Visa Status: For Cancellation

**ADICEL**

****

**E D U C A T I O N**

Tertiary 2008 - 2012

**Lyceum of the Philippines University – Cavite Campus**

Bachelor of Science in Information Technology (BSIT)

Secondary 2004 -2008

**Mahonri Academy and Science High School**

Dasmarinas, Cavite, Philippines

Elementary 1997 -2004

**Mahonri Academy and Science High School**

Dasmarinas, Cavite, Philippines

** W O R K E X P E R I E N C E**

**Apollo Flight Centre, LLC.,**

**Dubai, United Arab Emirates**

**November 2012 – December 2017**

**Job Title: Visa Consultant**

* Applying tourist visas (Schengen, UK, US, UAE and others)
* Deal with a range of clients and respond to their queries. Provide accurate, timely and appropriate advice
* Assess a client's eligibility of getting a visa from a particular country
* Responsible for ensuring the clients will get the proper visa on time
* Booking client's visa appointments, informing them on the visa process and the documentations required
* Ensuring complete visa application documentation including all the financial and background related papers
* Prepare all the documents required from my end; filling up visa application forms, issuing travel insurance policies, making hotel reservations, providing flight tickets and other necessary documents
* Taking appropriate action/ decisions depending on the situation in order to get more visa approvals

**SKILLS**

* Advance knowledge in MS Office

and computer applications

* Excellent typing skills
* Able to work quickly and reliably with little supervision and meet challenging targets
* Self-motivated, precise and dedicated
* Ability to handle multiple tasks and work under pressure
* Willing to accept responsibilities and can communicate well in both Filipino and English Language

While doing my job as a visa consultant, I was assigned on below tasks when I was transferred to our Abu Dhabi branch office:

* Handling of cash, credit card or cheque transactions with customers
* Issuing receipts and processing refunds.
* Maintaining monthly, weekly and daily report of transactions
* Balances cash drawer by counting cash at the beginning and end of work shift.
* Tallying credit card transactions
* Responsible for ordering, managing and maintenance of office supplies
* Dealing with client queries by phone, email and in person

*Other jobs assigned:*

**Admin Assistant (November 2012 – April 2014)**

* Ensures the safeguarding of all confidential files
* Keep up to date detailed records and maintain records of the employees
* Monitoring employee’s attendance
* Managing office supplies

**Digital Telecommunications Philippines, Inc (DIGITEL)**

**Bacoor, Cavite, Philippines**

**June 2011 – August 2011 (On the Job Training)**

**Job Title: IT Staff**

* Responsible for maintaining the computers
* Encoding data through the use of CMS/CRM
* Coordinating with other branches for technical related issues

**LinxProvi8 Training and Tutorial Services**

**Makati, Philippines**

**April 2011 – June 2011**

**Job Title: Office Staff**

* Email template design/Blasting
* Maintaining the computers
* Promoting the company through social networking sites
* Creating brochures for promotions
* Assisting students and making examination papers
* Answering phone calls for inquiries

**R E F E R E N C E S**

Available upon request.