

# SYLVIA C. BAUTISTA

Dubai, UAE

Email: sylvia.bautista2176@yahoo.com

Phone: +971523593379

## WORK EXPERIENCE

- **RSVN AND ADMIN ASSISTANT, C & J TRAVEL and TOURS**, Dubai , United Arab Emirates(Nov 2017 to Dec 1969)
- **ACCOUNTING CLERK, ELITE ADJUSTERS & SURVEYORS, INC.**, , Philippines(Apr 1996 to Dec 1969)
- **RESERVATION OFFICER /ADMIN EXECUTIVE, JAMIL MANGAL TOURISM & TRAVEL**, Dubai , United Arab Emirates(Dec 1969 to Dec 1969)
- **RESERVATION OFFICER, YSN TICKETING SERVICES, INC**, Dubai , United Arab Emirates(Dec 1969 to Dec 1969)

## EDUCATIONAL BACKGROUND

- , , **ASSOC – COMPUTER SECRETARIAL SYSTEMS TECHNOLOGY** , 1996,

## SKILLS

- highly motivated

## PERSONAL BACKGROUND

- **Birthday:** - 1976-02-01