



MS. ELLAINE S. ALLER

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Career Objective

To establish a career in a dynamic organization that will make use of my extensive work background in Customer Service as well as Administrative work. To enhance my working capacities, professional skills, Business efficiencies and to serve my organization in best possible way with sheer determination, Commitment and have an opportunity for growth and career advancement as a successfully Achievement.

Work Experience

Data Encoder / Data Analyst / Receptionist

October 2013 – March 2015

Phil Health Regional Office XI

Bolton Extension Davao City Philippines

Executive Assistance/ Executive Secretary

April 2015 – September 2015

Brands For Less LLC (BFL Group) – October 2015

Jebel Ali Free Zone Dubai UAE

JW, Marriott Marquis Dubai/Front Office Admin. Coordinator – March 2016

Previously Working at JW, MARRIOTT MARQUIS DUBAI, as a Front Office Admin. Coordinator.

- Responsible for correspondence, filing and written work. Keeping inventory of office supplies. Responsible for entering purchase requests in FMC. Taking care of office equipment including supply and maintenance. General typing requirements. Update roster in payroll system, add vacation and leave requests. Assist with month end payroll process. Maintain recruitment update, schedule interviews. Keep all information confidential and in order. Route all incoming and outgoing mail. Perform other duties as directed by the front desk managers. Maintain a close relationship with other department heads. Participates in any training or development programs that may improve personal standards and departmental standards. Report to work on time and maintain appearance according to the guidelines as set forth in the employee handbook.

Core Strengths

- Energetic work attitude
- Excellent in MS Word/Excel
- Good time management
- Bright and positive attitude
- Excellent communication skills
- Good organizational skills
- Accuracy and good attention to detail
- Excellent Customer Service

• Top sales performer

• Ability to stay calm and tactful under pressure

Educational Background

TERTIARY

Philippines

Bachelor of Science in Tourism
Philippine Women's College of Davao,

Year Graduated 2011

Dept.

Nursing Aid Associate
Notre Dame of Tacurong College (Nursing

Year Graduated 2008

Trainings and Seminars

- On the Job Training at HAGER TRAVEL and TOURS
- On the Job Training at PONCE Suite
- KTAC Tourist Assistant Centre Student Volunteer Training 2009-2010
- Career Seminar Workshop – March 10, 2011

Personal Background

Religion: Roman Catholic

Civil Status: Single

Language spoken: English, Tagalog

Birth date: November 16, 1988

Passport No: P7235176A

Dear Sir/Madam;

Greetings!

I am writing to apply for any position appropriate for me as a Bachelor of Science in Tourism graduate at Philippine Women's College of Davao in your organization. I have completed my On-the-Job-Training at Ponce Suite and Hager Travel and Tours. And as a government employee, in serving the Filipino people, giving a quality service that I can give to the public. Last 2015 of April I also try my luck to work abroad and join the Brand For Less LLC (BFL) as Executive Secretary and after that I got a chance to work for the famous as a world title holder of world's tallest hotel in the world the JW Marriott Marquis Dubai as a Front Office Admin. Coordinator.

And I can say that working at a huge hotel and various industries help's me a lot for my personality.

As a college graduate and employee, I have learned the value of hardwork, honesty, consideration, patience and determination in all my undertakings. I also believe that my school helped me a lot for what I am as a person now where I have developed my ability in terms of meeting different people, my communication skills and my acquired knowledge concerning this industry. With these values, I am confident enough that I can be part of your organization.

I am also very ready to become part of a mounting team like yours. If given a chance, joining your organization would truly develop my useful skills that will help me in pursuing my long-term career goals.

If you are interested in meeting with me, I am available for an interview anytime. You can contact me in this number +971558420732. You can also browse my attached resume for more information.

Thank You for your time and consideration.

Respectfully yours,

Ellaine S. Aller

Applicant