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**MARILOU GONZALES DIZON**

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Mobile number :**+971 563862284**

***OBJECTIVES***

To work in a company which offers more challenging and more stimulating job with the potential for future development, both personal and professional. To be a part of a progressive organization where I can contribute my knowledge and skills as well as to gain experience for the advancement of my career and development of my abilities and to work effectively with the people and acquire fulfillment in the field I have chosen.

***LICENSE***

Tour Guide License No. TG/4410/17

***SKILLS***

* Aptitude to work with computers
* With knowledge in the following:

Microsoft Office (Word, Excel)

* Can work with less supervision
* Good oral and written communication skills.
* Proficient in English Language
* Well-organized and responsible with an aptitude in solving problems.
* Can work even under pressure
* With high level of dedication

***WORK EXPERIENCE***

**March 2019 – Present**

**Royal Whale Falconry Tour Services, LLC**

**Operations-In charge**

**Duties and Responsibilities:**

* Prepare programs for FIT and groups of tourists
* Manage hotels, restaurants and transport bookings
* Book optional services for the groups such as Burj Khalifa, Desert Safari, Sheikh Zayed Grand Mosque, Dhow Cruise, Atlantis Aquaventure, Ferrari World and other related services
* Responsible for email correspondences
* Calculate every group’s petty cash and expenditures.
* Store and sort financial and non-financial data manually and in electronic form
* Do secretarial works
* Monitor the groups
* Tour Guiding
* Attend to all incoming calls and visitors.
* Schedule meetings/appointments with hotel, restaurant and transport personnel.
* Manage the entire office operation. Responsible for all administration activities which include maintenance of IT assets, office equipment and stationeries.
* Responsible for dispatch of documents and receive incoming mails.
* Provide documentation / clerical support to the Company PRO for any employee visa / legal requirements.
* Maintain acknowledgements of all invoices generated.
* Keep records and files of all invoices/vouchers received and issued.

**December 2016 – February 2019**

**Al Karawan Tourism, LLC**

**Operations-In charge**

**Duties and Responsibilities:**

* Prepare programs for FIT and groups of tourists
* Manage hotels, restaurants and transport bookings
* Book optional services for the groups such as Burj Khalifa, Desert Safari, Sheikh Zayed Grand Mosque, Dhow Cruise, Atlantis Aquaventure, Ferrari World and other related services
* Responsible for email correspondences
* Calculate every group’s petty cash and expenditures
* Store and sort financial and non-financial data manually and in electronic form
* Handle office petty cash
* Do secretarial works
* Monitor the groups
* Tour Guiding
* Schedule meetings/appointments with hotel, restaurant and transport personnel
* Manage the entire office operation
* Responsible in updating the insurance company with new member employees and for deletion
* Attend to all incoming calls and visitors
* Responsible for all administration activities which include maintenance of IT assets, office equipment and stationeries
* Responsible for dispatch of documents and receive incoming mails
* Provide documentation / clerical support to the Company PRO for any employee visa / legal requirements
* Maintain acknowledgements of all invoices generated
* Keep records of all invoices/vouchers received and issued and file them

***EDUCATIONAL BACKGROUND***

**Tertiary UNIVERSITY OF MAKATI**

Bachelor of Science in Computer Science

West Rembo, Makati City

1996-2000

***PERSONAL VITAE:***

* Nationality               :   Filipino
* Dialect Spoken         : English, Filipino
* Visa Status : Residence Visa

Through the years of meeting people, I learned how to be more flexible and open-minded person. I am also open to knowledge and committed in any endeavor I pursue.

Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.

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