

# JESICA P. BALANOBA

Dubai

Email: shihaz@thenautilusmaldives.com

Phone: +97156384 7928

## WORK EXPERIENCE

- **SALES EXECUTIVE**, Dream Communications Information System LLC, , United Arab Emirates(Apr 2021 to Aug 2021)
- **RESERVATIONS OFFICER (Sales & Reservations)**, City Premiere Marina Deluxe Hotel Apartments, , United Arab Emirates(Mar 2019 to Mar 2021)
- **Q ASSOCIATE (Front Office)**, Niyama Private Islands Maldives, , Maldives(Sep 2017 to Oct 2018)
- **BACK OFFICE ASSOCIATE**, DoorDash – Open Access Marketing Inc, , Philippines(Apr 2016 to Oct 2016)

## EDUCATIONAL BACKGROUND

- **Adamson University**, , **B.S**, 2017, BUSINESS ADMINISTRATION
- **Adamson University**, , **B.S**, 2015, Accountancy

## SKILLS

- ms office
- hardworking
- multitasking

## PERSONAL BACKGROUND

° **Birthday:** - 1994-04-27