

Zenny Joy Arce

Administration/ Front Desk Professional with 15 plus years of experience, looking forward to leverage my knowledge and experience into a suitable Job Profile.

Contact Information

Current Address

Al Nahda, Sharjah, United Arab Emirates

Mobile number

058-6156893

E-mail

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Experience Summary

From February 2020 till May 2020

Organisation & Address
Designation
Responsibilities

Elite Travel & Tourism, Dubai
Junior Travel Advisor

- Client servicing and customer management.
- Preparing quotations & organizing tours.
- Keep a check on proper record of data pertaining to clients.

From January 2018 till February 2019

Organisation & Address
Designation
Responsibilities

Marble & Granite Cebu Stone Supplies, Philippines
Admin officer / Receptionist

- Assisting customers with their queries and problems by phone and e-mail.
- Organized deliveries and orders of customers.
- Provide information to customers regarding store products and services.
- Accurately updating customer records with information.

From April 2006 till October 2017

Organisation & Address
Designation
Responsibilities

Victoryl Marketing, Philippines
Receptionist Secretary

- Manage operations.
- Preparing purchased orders and deliveries.
- Assisting customer and suppliers concerns.
- Organize employees in their designated positions and duties.

Educations

Tertiary

Associate in Information of Technology
Microsystems Internation Institute of Technology
Cebu City, Philippines
April 2010

High school

Don Vicente Memorial High School
Cebu City, Philippines
March 2006

Skills

- ◆ Detailed oriented and ability to learn quickly.
- ◆ Excellent verbal and written communication.
- ◆ Versatile and well organized.
- ◆ Ability to anticipate needs and complete important tasks.
- ◆ Data entry
- ◆ Adept in technology. (MS office and other admin office software)

Personal Information

Nationality	Filipino
Date of Birth	February 09, 1987
Marital Status	Single
Gender	Female
Languages	English and Tagalog
Hobbies	Reading, listening to music and watching movies
Visa Details	Visit Visa (Expiry: February 24, 2021)