

## **Natassia Kim N. Beja**

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Visa Status: Visit Visa



### **Objective**

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**To apply for the Front Desk Receptionist/Tele Calling Executive position in your prestigious company.**

### **Work Experience**

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- **Branch Manager  
Mangrove Travel and Tourism**

**June 2020- October 2020  
Hamdan Abu Dhabi UAE**

1. Responsible for marketing plans and direct selling to prospect clients.
2. Prepare graphic designs presented to the all prospect clients as media marketing.
3. Responsible for Daily calling to all prospect clients for updates to their inquiries.
4. Managing the staff daily sales target, daily things to do, and daily reports.
5. Managing the responsibility of the branch in relation to expenses and income.
6. Preparing daily report of the total branch net sales.
7. Attends to all clients' for the whole team in terms of any technicalities of their process and documents.
8. Daily making an attainable goal for sales made to reach the target given by our company.
9. Responsible for making sure the package they have availed is well sort out in expense and executing their travel as to what they are entitled for.

- **Sales Manager/ Reservation Manager  
Meridian Travel and Tourism LLC**

**November 2019 – May 2020  
Electra St., Abu Dhabi UAE**

1. Responsible for marketing plans and direct selling to prospect clients.
2. Prepare graphic designs presented to the all prospect clients as media marketing.
3. Responsible for Daily calling to all prospect clients for updates to their inquiries.
4. Assist and prepare all clients' documents, filling up their application form, rechecking their application form document before submitting to VFS with their specific travel Visas e.g. Schengen Visa, Japan Visa, Korea Visa, UK Visa, and etc.
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6. Assist clients' to all their needed documents and requirements for their visa processing and immigration purposes with the clients' preferred country worldwide.
7. Attends to all clients' for the whole team in terms of any technicalities of their process and documents.
8. Daily making an attainable goal for sales made to reach the target given by our company.
9. Responsible for making sure the package they have availed is well sort out in expense and executing their travel as to what they are entitled for.



- **Reservation Manager/Admin Coordinator  
Reliance Travel and Tours LLC**

**November 2018 – October 2019  
Electra St., Abu Dhabi, UAE**

1. Attend to all clients' meeting with regards to their travel plans and desired itineraries.
2. Responsible for preparing all clients' flight itineraries, hotels, and tours for desired country they have requested.
3. Assist and prepare all clients' documents, filling up their application form, rechecking their application form document before submitting to VFS with their specific travel Visas e.g. Schengen Visa, Japan Visa, Korea Visa, UK Visa, and etc.
4. Responsible for attending clients' inquiries with regards to their travel details.
5. Prepares the costing of all the travel expense of each clients' requests.
6. Assist and makes the appointment for the clients' VFS schedule for their desired visa application.
7. Responsible for making sure the package they have availed is well sort out in expense and executing their travel as to what they are entitled for.

- **Senior Travel Consultant**

**July 2018 – October 2018**

**Holiday Exit Travel and Tourism**

**Salam St., Abu Dhabi UAE**

1. Responsible for marketing plans and direct selling to prospect clients.
2. Prepare graphic designs that can be posted in different groups in Facebook for social media marketing.
3. Responsible for Daily calling to all prospect clients for updates to their inquiries.
4. Assist clients' to all their needed documents and requirements for their visa processing
5. Attends to all clients' for the whole team in terms of any technicalities of their process and documents.
6. Daily making an attainable goal for sales made to reach the target given by our company.
7. Prepare and set appointments to client meetings for promotion purposes.
8. Prepare daily sales report and progress report every week.
9. Plan and promote services during Filipino community events

- **Travel Consultant/ Accounting Assistant/Office Admin**

**October 2015- December 2017**

**The Friends Travel LLC**

**Madinat Zayed, Abu Dhabi, UAE**

1. Record daily sales report.
2. Responsible for all incoming and outgoing emails
3. Responsible of processing and release of visa of passengers
4. Assist the walk-in passengers for their inquiries for ticket fares and give other alternative itineraries that suit with their estimated budget
5. Assist all the passengers when they need to reissue or rebook their ticket to another date, or to cancel their flight and ask for any refunds.
6. Responsible to market for possible passengers to avail promotions of tickets/visa offered by the company.
7. Prepare daily/monthly sales report.
8. Assist the passenger on how to comply the needed documents for them to travel especially passengers that were offloaded by the immigration Philippines
9. Journalizing and Balancing of all transactions and active accounts of the company.
10. Handling all related payments and accounting matters.
11. Doing the deposit of all the payables of the company and withdrawals from the office account.

12. In-charge of the accounting system of the company.

- **Office Staff/ Receptionist, Manpower Recruitment Company March 2013- June 2013**  
**France Asia International Inc. (Summer Job) Makati, Manila Philippines**

1. In charge of pre-selection documents of applicants for interview.
2. Assist foreign employers during interview with applicants for interview
3. Prepare selected applicants documents required for deployment.
4. Brief and prepare applicants for deployment.

## **Education**

**Xavier University, Cagayan de Oro City Philippines 2008- 2014**

**AB Economics- 4<sup>th</sup> year**

**Kong Hua School, Secondary 2004- 2008**

**Kauswagan, Cagayan de Oro City, Philippines**

**Davao Central High School, Primary 1998- 2004**

**Davao City, Philippines**

## **Skills**

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- Has knowledge MS Word, MS PowerPoint and MS Excel Computer Applications.
- Has attended and studied the ticketing and booking at Sabre Essentials and Travelport Gallileo.
- Has a work experience as an Assistant/Office Staff, Receptionist, Travel Consultant, and Sales and Marketing Officer Positions
- Has a good background in marketing strategies to convince possible customers to avail any promotions or any amenities offered by the company.

## **Personal Strength**

- I have a natural in depth character to accept any challenge and emerge with more knowledge and skills to be a winner.
- Has the ability and charisma to attract potential client.
- I have come this far with my own efforts to learn and adapt to any responsibility assigned and became an asset to my company, morally responsible honest sincere loyal trustworthy and dependable.

**Respectfully Submitted**

**Natassia Kim N. Beja**